



Student Assistant Employment in Multiple Departments

Student Assistants may be employed in multiple University departments (including multiple University Library Departments) as long as they do not exceed the eligible number of work hours per workweek allowed by the University. This number is generally 40 hours, unless otherwise limited by visa restrictions.

- The Student will need to complete new hire sign-up procedures in order to be established on the University Library's payroll. This requires a completed Student Assistant Employment Application and a visit to the Library Personnel Office.
- Each Bi-weekly Pay period, the Student Assistant will need to enter hours in TIM for each department they are employed in.

For assistance in locating a payment, please contact the Library Personnel Office.

Student Assistant supervisors are expected to monitor the hours of Student Assistants working in multiple departments to be certain that the hours of all combined University work do not exceed 40 hrs or any Visa restrictions. Overtime charges will be assessed to the Home Department or initial University Library Department.