



## Student Employment in Multiple Departments

Research 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 or by their academic department. This number is generally 20 hours during the Fall/Spring semesters, unless their academic department permits them to work more.

- The Research Assistant will need to complete new hire sign-up procedures in order to be established on the University Library's payroll. This requires a scheduled visit to the Library Personnel Office prior to starting any work.
- Each month, the Research Assistant will need to communicate their hours worked, leave taken, etc. to the supervisor of each department for which they work.

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

Research Assistant supervisors are expected to monitor the hours of Research 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.