STUDENT EMPLOYEE PAYROLL
POLICIES & PROCEDURES ACKNOWLEDGMENT

- As a full-time student I acknowledge that I am authorized to work no more than 20 hours per pay week (Friday through Thursday) in any combination of University jobs while classes are in session. As part-time student I am authorized to work no more than 30 hours per week when classes are in session. I understand that my combined hours worked may not exceed 40 hours per week during academic breaks. Furthermore, I recognize that the number of hours I work in a 2-week pay period may not be averaged – each week is considered separately.

- I may not begin working until I receive an email serving as written confirmation that my employment authorization is approved and I may start working (Start Date and End Date will be indicated).

- I must submit a time sheet for each bi-weekly pay period during my term of employment, even if I have not worked (“Zero Balance”). If I hold multiple on-campus jobs, I understand that I must submit a separate time sheet for each job (adhering to the time restrictions stated in the first paragraph). Time sheet submissions confirm that I meet with my supervisor on a regular basis. Each time sheet reports hours worked in ¼ hour increments and must be dated with the month, date, and year of the pay period end-date. Time sheets must be completed in ink and contain my signature and my supervisor’s signature (faculty support persons may sign on behalf of faculty members). “Zero Balance” time sheets do not require a supervisor signature. Payroll deadlines must be adhered to ensure payment for my work.

- If I work a shift of 7.5 hours or more, I may take an unpaid meal break of ½ hour or 1 hour (meal break length is determined by the needs of the office and established by agreement between supervisor and employee.) Unpaid meal breaks must be documented on the time sheet. I understand that if I waive my right to an unpaid meal break, my signature on my biweekly time sheet serves as my waiver for any breaks not taken within the respective pay period.

- There is a two week delay between submitting a time sheet and receiving payment (paycheck or direct deposit). When first establishing my account, however, there may be a delay of up to six weeks in receiving my pay (pay check or direct deposit statement). Further delays in my pay will occur should I fail to submit my correct and complete biweekly time sheet (including supervisor’s signature) to the Student Employment Office by the appropriate deadline.

- I acknowledge that I must read the “Student Employee Information Guide” which is available in PDF format on-line. If I do not have on-line access I may request a print copy of the Information Guide. I understand the University of Connecticut has the right to unilaterally change the terms described therein and that the Guide is in no way to be construed as a contract. I agree to read and follow the policies listed in the Student Employee Information Guide:
  - Student Employment: Notice Regarding Student Responsibilities
  - Law School Policy on Harassment
  - General Rules of Conduct for All University Employees
  - UCC Policy on Computer and Software Use
  - University of Connecticut Policy Regarding Proper Use of State Telephones and Fax Equipment
  - University of Connecticut Policy Regarding Proper Use of Electronic Mail

- In accepting an on-campus job at the School of Law, I may have access to confidential information, files and material. I agree to hold confidential all information to which I have access solely because of my job assignment. Maintaining confidentiality is a condition of my employment.

- I understand that it is my responsibility to pick up my paycheck or direct deposit receipt at the Law Library Circulation Desk when it is available and on a regular basis. **NOTE:** Paychecks/Direct Deposit Statements **ARE NOT** routinely mailed to home addresses.

Signature

Date

Revised: 06/13/11