

STUDENT EMPLOYMENT POLICY

Procedure #	SA-400-P01	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

STUDENT EMPLOYMENT PROCEDURE

1. Students are required to submit in person a Student Employment Application to the Student Affairs Office.
2. The Student Affairs Office forwards the application form to the Admission and Registration Department who in turn check for compliance with the student employment eligibility.
3. Student employment is subject to the approval of the Head of Department to which the student will be assigned, Dean of Student Affairs, the Vice Chancellor for Administration and Finance and the Vice Chancellor for Academic Affairs.
4. The original approved Student Employment Application Form is kept in the student record at the Registrar with copies distributed to the HR and Finance Departments,
5. Students granted employment should coordinate with the head of the department for which s/he is assigned for their work assignments.
6. At the end of each month of employment, the student must fill a Student Employment Timesheet Form and obtain the proper approval for his/her immediate supervisor, the Department Head, and Vice Chancellor for Administration and Finance and the Vice Chancellor for Academic Affairs.
7. The Finance Department shall issue payment within 1 month of the approved Student Employment Timesheet Form.

Related Documents

1. Student Employment Application Form (SA-400-F01)
2. Student Employment Timesheet Form (SA-400-F02)