

Student Payroll Information

- Students are required to submit hours worked on a bi-weekly basis to be paid.
- Departments will provide instructions on specific time entry procedures.
- It is the student's responsibility to learn the procedure used by the department and to adhere to department standards.
- Time entry must be completed on Monday by noon on weeks when the payroll is generated.
 - Current [payroll schedule](#)
- The U.S. Department of Labor requires employees to be paid in a timely manner. **Time entry is submitted bi-weekly.**

18 Hour Rule (Allowable Hours per Week)

Dickinson recognizes that many students rely on employment during the academic year to meet financial needs. In recognition of this, the college will continue to facilitate the employment of student workers on campus. However, a student's primary responsibility is to academic studies. Therefore, the college will limit the number of hours a student is permitted to work on campus during the fall and spring semesters. While the college is not able to control the number of hours that students work off campus, students are encouraged to limit off-campus work hours as well to allow appropriate attention to studies.

When the fall and spring semesters are in session (including final exam periods), all students may work a maximum of eighteen (18) hours per week on-campus. The eighteen hours per week maximum rule applies to all student employees including: Federal Work Study eligible students, institutional work study students, and non-resident alien students.

- Please Note: The total of eighteen hours per week maximum is inclusive of all employment and includes hours worked from all on-campus jobs combined. For example, if a student works 12 hours a week in one on-campus job, only 6 hours per week would be permitted in a second on-campus job.

Please note that most students can earn their entire work study award by working an average of ten to twelve hours per week during the academic year. Therefore, the 18-hour limit should not impede a student's ability to obtain the maximum work study award.

Student work hours will be monitored regularly for compliance. Supervisors are expected to communicate and enforce the 18-work hour limit with student employees, including any student working in more than one on-campus job.