



LOYOLA UNIVERSITY MARYLAND

— 1852 —

## **STUDENT EMPLOYMENT HANDBOOK 2025-2026 ACADEMIC YEAR**

Welcome to the Loyola University Maryland Student Employment Program. This handbook provides information about the employment process for student employees and Federal work study students. Studies have shown that students who work on campus tend to be more satisfied with their college experience and manage their time more effectively.

### ***STUDENT EMPLOYMENT PROGRAM OVERVIEW***

The student employment program provides federal work-study (FWS) and direct hire part-time job opportunities for Loyola students. The program offers valuable work experience and the flexibility to work around student class schedules. It encourages community service work and work related to the student's course of study. Student employment offers a variety of benefits:

- Provides professional or practical training in areas related to academic pursuits
- Enhance marketability when applying for internships and jobs after graduation
- Expands your network of contacts through relationship building in on- and off-campus work experiences
- Adds a new perspective to your studies and college experience
- Helps pay for education and other related expenses

### ***NON-DISCRIMINATION STATEMENT***

Loyola University Maryland does not discriminate and prohibits discrimination on the basis of race (including traits associated with race such as hair texture, afro hairstyles, and protective hairstyles), color, national (including shared ancestry or ethnic characteristics), sex, age, religion, disability, marital status, sexual orientation, gender identity, genetic information, military status, or any other legally protected classification covered by federal or state law in the administration of any of its educational programs and activities or with respect to admission or employment. The designated compliance officer to ensure compliance with Title IX of the Education Amendments of 1972, as amended (Title IX), the Americans with Disabilities Act of 1990, as amended (ADA), and Section 504 of the Rehabilitation Act of 1973 as amended (Section 504), is David Tiscione, Director of Title IX and Bias Compliance (105 Jenkins Hall, 410-617-5171, [dmtiscione@loyola.edu](mailto:dmtiscione@loyola.edu)). Inquiries about the application of Title IX, ADA, or Section 504 may be made to David Tiscione, the Office for Civil Rights ("OCR"), or both. Inquiries about discrimination related to any other protected class aside from sex or disability may be made to Rodney Parker, Chief Equity and Inclusion Officer (Humanities 224, 410-617-2201, [rparker1@loyola.edu](mailto:rparker1@loyola.edu)), OCR, or both.

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The Loyola University Maryland nondiscrimination policy and grievance procedures and information regarding how to report information or make a complaint about conduct that may constitute discrimination can be found in the following places:

- Title IX related conduct (Sexual and Gender-Based Misconduct) – [Loyola University Maryland Title IX and Bias Compliance Website](#)
- Discrimination on protected classifications (non-sex-based) – [Loyola University Maryland Title IX and Bias Compliance Website](#) for students and [Office of People and Culture Website](#) for employees

Loyola University Maryland is authorized under Federal Law to enroll non-immigrant, alien students.

### ***FEDERAL WORK STUDY (FWS) STUDENTS***

Work-Study is a federal need-based program providing part-time job opportunities for Loyola students who have documented need for financial assistance, as authorized by the Office of Financial Aid and the Department of Education. Because FWS is a financial aid need-based program, Work-Study income (although taxable) does not affect your future financial aid eligibility. At Loyola, the FWS program is awarded by the Office of Financial Aid and administered by the Office of Human Resources, in accordance with federal, state and local legislation.

### ***JOB SEARCH AND EMPLOYMENT AUTHORIZATION***

There are a variety of student jobs available, and it is your responsibility to search for and secure a position. Neither Financial Aid nor Human Resources staff provide job placement.

To secure student employment, you must do the following:

1. Review the Job Listing available on [Handshake](#):

- From here you can access a complete list of available jobs, brief job descriptions, hourly wage and contact information. The Job List will be updated regularly as positions fill.
- Think about one or more jobs of interest. Consider employment related to your intended major or jobs which may help you in the future. Jobs fill quickly so we recommend that you apply to more than one position.
- Start your job search early. Submit your application for any position listed on [Handshake](#).
- ***If you are unable to secure a job during the first two weeks of the semester, please contact Human Resources or the Financial Aid office for assistance.***

2. Once you secure a student employment position, the supervisor will initiate the hiring process in Workday.

If the student is a new hire or has not worked in the past two years, the student will complete the onboarding process in Workday. The list of onboarding requirements is outlined below:

- **Enter Personal Information**
- **Enter Contact Information**
- **Review Documents (including confidentiality agreement)**
- **I9 Form (Please make sure you have the original documents needed to verify your identity and employment eligibility as copies will not be accepted.)**
- **Payment Election (Direct Deposit)**
- **State and Local Tax Withholdings**
- **Federal Withholding Elections**
- **Preferred Name Change (optional)**
- **Emergency Contacts**

3. Once securing a job, notify the other departments for which you interviewed of your placement. This will assist other students and campus departments in the placement process.
4. **For FWS Students Only-** *Before you begin working, you must have accepted your FWS award on your Self-Service portal. Your supervisor must initiate the hire in Workday. All new student employees must complete all the required new hire forms in Workday.*
5. The I-9 process for new hires must be completed in person at the HR office, or on campus at the beginning of the fall semester. New hires are not permitted to start working until all requirements have been completed.

## ***STUDENT RESPONSIBILITIES***

As with any job, a student position offered is an employment opportunity that must be approached in a responsible and professional manner.

As a Loyola student seeking employment, it is expected you will:

- Secure a job in a timely manner
- Complete all onboarding requirements in Workday. If you fail to complete the required I-9 process, you will not be permitted to work
- Arrange a flexible work schedule that does not interfere with your class schedule and other college commitments
- Report to your student job as scheduled
- Notify your supervisor of anticipated absences or tardiness as early as possible
- Follow all procedures and policies as instructed by the Office of Financial Aid, Office of Human Resources (in this handbook and through all other correspondence)
- Strictly abide by all University and federal privacy regulations and policies
- Enter ALL time worked into the timekeeping system
- Monitor hours worked and total earnings
- Limit work schedule to no more than 20 hours per week. You may have more than one student worker job, but you are responsible for ensuring you do not work more than 20 hours total each week.
- Dress appropriately for the position
- Meet all job expectations by performing duties efficiently and effectively

- Discuss work-related issues with your supervisor
- Demonstrate professional and courteous behavior at all times
- Refrain from conducting personal/academic matters during work
- Understand your employment is contingent upon satisfactory performance
- Provide your supervisor with sufficient advance notice if you wish to terminate your employment

## ***WAGES AND PAYROLL***

Students are paid at least a minimum hourly rate consistent with the Maryland state minimum wage. The hourly rate may vary among jobs depending on the skill level and qualifications required for a position.

- Current MD minimum hourly wage is \$15.00
- Your work-study award allows you to earn a maximum of \$3,800 per academic year.
- You will receive a paycheck every other Friday according to the student [payroll schedule](#).
- Pay stubs can be accessed in Workday.

## ***HOURS OF EMPLOYMENT***

All students may work no more than 20 hours per week.

For Federal Work Study students, the following chart illustrates the average hours FWS students will need to work each week to earn the work study award maximum of \$3,800 for the academic year.

***Based on an average of 30 work weeks***

<b>Hourly Wage</b>	<b>Average Working Hours Per Week</b>
15.00	8.4

Or use this formula:

1. Annual award amount divided by the number of weeks in the fall and spring semesters  
 $\$3800 / 30 = 126$
2. Divided by the hourly wage  
 Current:  $126 / \$15.00 = 8.4$  hours per week

Based on this calculation, to earn the federal work study award maximum of \$3,800 you should work approximately 8.4 hours at \$15.00.

**Students are responsible for managing and monitoring their hours so as not to exceed the Federal Work Study maximum award earnings of \$3,800 per academic year.**

Please note, payroll processing is two weeks behind in the system, so it is important when managing hours, to be sure to add hours worked in the two weeks prior.

For the academic year, the semesters follow the respective academic calendar. **NOTE: Federal Work Study students can only work when classes/exams are in session.**

### ***TERMINATION OF STUDENT EMPLOYMENT***

If the performance, attendance, or behavior of the job is unsatisfactory, the Office of Human Resources requires a letter of termination from the supervisor, including a brief explanation of cause. If a FWS student employee, this letter must be sent to the Office of Human Resources and Office of Financial Aid. FWS students also have the option to meet with the Assistant Director of Financial Aid to discuss the dismissal.

Whether employment is terminated for cause or voluntarily, students should be aware that reassignment of employment is not guaranteed within the semester or the academic year. Students terminated for cause including but not limited to poor work performance, may jeopardize their right to participate in the student employment in future academic years. For FWS students, this includes future FWS program participation, if such action is deemed warranted by the Office of Financial Aid.