



## Student Employment Policy Summary

For all Clemson University student workers (graduate and undergraduate)

The following information is intended to familiarize student workers with an important Clemson University employment policy that affects graduate and undergraduate students. This document is an overview of the Student Employment Policy and its timekeeping requirements. Please watch your Clemson.edu email address for additional information. Also, you may contact the Office of Human Resources (OHR) at (864) 656-5609 or visit [www.clemson.edu/employment](http://www.clemson.edu/employment) for more information.

To ensure that those of you who have chosen to work while pursuing your studies have a positive experience, OHR recommends that you become familiar with the following employment policy requirements and the related, ongoing timekeeping responsibilities.

- **Student Employment Policy:**

**Policy Summary:**

All student workers at Clemson University are subject to work hour limitations. Student workers may work up to 28 paid service hours per week. International student workers are limited by federal law to 20 paid service hours per week.

**Paid Service Hours:**

A paid service hour is defined as each hour you are paid or entitled to payment for the performance of your duties as directed or assigned by your supervising faculty or staff member.

“Paid service hours” do not include your independent, unpaid efforts required to maintain your academic progress, your professional development, or to complete your dissertation or thesis. (Hours devoted to academic progress are not capped.)

**Working Multiple Jobs:**

If you are working multiple jobs at the University, hours from all of your jobs will be totaled and counted towards your maximum weekly hours.

- **Recording Your Paid Service Hours Weekly:**

While all student workers are required to record paid service hours, resident assistants and graduate assistants (RA's and GA's) have the additional responsibility of recording their paid service hours and time off within the online Time Capture System. Please be sure to become comfortable with this process of reporting your hours. Procedural details will be sent to your Clemson email address and are copied below.

**The Importance of Recording and Monitoring Your Hours:**

Student workers who 1) do not record their paid service hours or 2) exceed their work hours limitation are subject to disciplinary action up to and including dismissal from employment with the University. **This may lead to a loss of your assistantship.**

**How to Record Your Paid Service Hours Each Week (RA's and GA's):**

- Visit [workgroups.clemson.edu/TIME\\_CAPTURE](http://workgroups.clemson.edu/TIME_CAPTURE)
- Enter your **Clemson user ID** and **password**. If you are unsure of your user ID and password, please contact the CCIT helpdesk at (864) 656-3494 or at [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu).
- Bookmark this webpage for future use, as you will be recording your paid service hours weekly.
- Within the Time Capture System, **click your student employee ID number** to **select your profile**.
- Enter your paid service hours for each day worked in the applicable week.
- If you did not work during a certain week, **click the “I certify that I did not work this week”** button.
- Click **submit**.

OHR celebrates your success and your professional growth at Clemson.

**Congratulations on joining the Clemson family, and Go Tigers!**