

2024-2025 Academic Year  
(Effective August 18, 2024 – May 10, 2025)

## WHEN TO BEGIN

All Oxy students are encouraged to begin their job search as soon as possible in order to maximize the opportunity for their student earnings.

It is your

If you have questions regarding your federal or institutional work award, please contact the Financial Aid Office at [finaid@oxy.edu](mailto:finaid@oxy.edu).

---

Student employment positions are posted & updated on the Student Employment Website at \_\_\_\_\_ and on the bulletin board outside the Human Resources Office.

---

Download and complete the updated student employment application from the website and submit the application to the department(s) where you wish to work. A separate application is required for each position in which you apply and some departments may require a supplemental departmental application.

---

As part of the "Student Employment New Hire Packet" you will need to complete a \_\_\_\_\_ and \_\_\_\_\_ (State & Federal) if you have never worked on campus.

The \_\_\_\_\_ requires that you provide appropriate documentation to prove your identity & eligibility to work in the United States. You will be asked to present \_\_\_\_\_ documents in person to Human Resources.

For a complete list of acceptable documents, please visit our Student Employment website.

Students may request the "Student Employment New Hire Packet" via email at [studentemployment@oxy.edu](mailto:studentemployment@oxy.edu) or report to the Human Resources Office.

---

It is the responsibility of the student to submit their timesheets online according to the payroll schedule listed on the student employment website. Submission of late timesheets may result in delayed payment.

## TIMEKEEPING GUIDELINES

- All hourly student workers who work an eight-hour shift are allowed two 15-minute rest periods per shift, one within each four-hour period of work. These breaks may not be combined or added to any employee's meal period, or be used to cover late arrivals or early departures. Rest periods are provided on College-paid time.
- Unpaid meal periods from 30 to 60 minutes are provided for each non-exempt employee who works over five hours in one shift. The meal period must not be taken more than five hours after the beginning of the employee's shift. Non-exempt employees are required to record the beginning and end of their meal periods on their time sheets or Kronos record.
- Consequently, employees must record the time they begin and end work each day, the beginning and end of each meal period, and the beginning and end of any split shift or call back assignment.

