Please note that due to the extremely high volume of Student Employment New Hire Packets we will try to answer your inquiry as soon as we are able to and greatly appreciate your patience in this important process.

Once the EPAF is approved electronically, the Supervisor will receive an automated email notifying that the student position is now active.

## TIMEKEEPING GUIDELINES

Per Wage and Hour law you as the supervisor need to be in compliance with the following areas:

## Rest and Meal Periods

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

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 -exempt employees are requir

STUDENTS MAY NOT BEGIN EMPLOYMENT UNTIL THE SUPERVISOR HAS RECEIVED A ou uy o 7 #\ U hQ u-) 7 k u=- ouy) - Vu o k-#\ k) hhk\ † O‡ @Ou M u=k-- (3) BUSINESS DAYS