

Pittsburg State University
Student Employee Exception Approvals

- **Work Hours:** During the Academic Year when classes are in session on any day of that week, a student should only work up to (20) hours per week. A student employee may work more than (20) hour per week with permission from their respective Vice President and or Chief of Staff (for President's Division). Notification to payroll is not required. Permission to work over (20) hours per week (not to exceed 40 hours per week) is not needed during the summer break, spring break week or any week of winter break when classes are not in session.
- **Multiple Appointments:** Departments hiring Graduate Assistants into multiple student positions must seek approval from the Graduate Office. The Graduate Office must then notify payroll@pittstate.edu whether or not the request is approved.
- **Special Pay Rate:** If a student employee will be paid a special rate, the department must seek approval from appropriate Vice President and/or Chief of Staff (for the President's Division). The Vice President's Office and/or Chief of Staff must notify payroll by emailing: payroll@pittstate.edu
- **Student Enrollment:** If an undergraduate student is enrolled in less than (6) hours or a graduate student is enrolled in less than 3 hours during the Academic Year, the department must request approval from appropriate Vice President and/or Chief of Staff. The Vice President's Office and/or Chief of Staff must notify payroll by emailing: payroll@pittstate.edu.

Undergraduate Students: All undergraduate students must be enrolled in at least (6) hours during the academic year to be appointed to a student employment position. International undergraduate students must be enrolled in at least twelve (12) credit hours each semester to be appointed to a student employment position.

Graduate Students: Graduate students must be enrolled in at least three (3) credit hours each semester to be appointed to a student employment position. International graduate students must be enrolled in at least nine (9) credit hours each semester to be appointed to a student employment position.

Note: These enrollment requirements are for student employment positions only. Graduate assistantships have different enrollment requirements.

Summer Employment: Continuing and new students who have applied and been accepted for a summer session or the fall semester are eligible for summer employment as a student employee. Students not enrolled in summer school may work as student employees provided they have applied and been accepted for the fall semester.