

Samford University Student Employment

1. Finding a Job:

Students may go to the Student Employment website for Institutional Employment job listings and information. To inquire about and/or apply for a job, students should communicate directly with the contact person listed on the job posting. Students should call or email the contact person. They will talk to you about the job and may set up an interview.

<http://www.samford.edu/studentemployment>

2. After you are Hired but Before you Begin Working:

You should email Janet Goodwin, jgoodwin@samford.edu, and tell her that you have found a job. Please include the information below in your email:

- Name
- SUID
- Person who has hired you and/or the department name
- Tell her if you do or do not have a Social Security number

3. Complete information in GLACIER and employment paperwork:

- You will receive email instructions from GLACIER and from Janet Goodwin telling you how to complete your information in GLACIER.
- Janet Goodwin will set an appointment for you to come to her office and complete the employment paperwork. She will send you information about the paperwork to complete and the documents that you need to bring to her office.

4. Receive and Present Employment Card to Supervisor:

After completing all necessary paperwork, students will be issued an employment card, authorizing them to begin work. Students must show their employment card to their supervisor before beginning any work assignments; students with multiple jobs should present the card to each supervisor.

<p>THIS STUDENT HAS COMPLETED THE REQUIRED PRE-EMPLOYMENT PAPERWORK AND IS AUTHORIZED TO BEGIN WORK.</p> <p>SUID: _____</p> <p>NAME: _____</p> <p>AUTHORIZED SIGNATURE: _____</p> <p>TITLE: _____</p> <p>DATE: _____</p> <p style="text-align: center;"><small>For details see the student employment website at www.samford.edu/studentemployment.</small></p>
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5. If you need a Social Security number:

- Human Resources will work with the Global Engagement Office to make sure you have the documents you need to apply at the Social Security Administration office.
- Human Resources will provide you with the application and information about the local Social Security Administration office.
- After you receive the Employment Card from Human Resources, you may begin working and you can be paid while you are waiting for your Social Security card to arrive in the mail.

6. When your Social Security card comes in the mail:

- Sign the card and bring it to Janet Goodwin's office in room 306 of Samford Hall.
- Your Social Security number will be entered in the Samford computer system and you will keep the card.

When you begin working:

- When classes are in session, do not work more than 20 hours a week
- When you are not taking a class, do not work more than 27.50 hours a week
- Be sure to clock and approve all time in TimeClock Plus
- If the Program End Date on your I-20 or DS-2019 is changed, please email Janet Goodwin to let her know.
- You are allowed to have more than one job on campus but may not work more than a total of 20 hours a week
- If you do not set up direct deposit, you will receive a paycheck that must be picked up each payroll and deposited or cashed at a bank. The bank may charge a fee to cash the paycheck.

Human Resources Department

Samford Hall Room 306

Janet Goodwin

205.726.2263

jgoodwin@samford.edu

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