

December 7, 2021

Dear Student Hiring Managers,

As we are approaching the end of the fall semester/term, our office would like to point out some important employment practices and policies for student employees who will be working during this upcoming semester/term.

End Date Reminder

Please check all of your active students' end dates to ensure they are accurate. Many departments have students scheduled to be deactivated at the end of this month. If your students are continuing into the spring semester, please be sure to [extend their end dates](#).

Fall 2021 Graduates

If your current student employees are graduating this fall semester, and they are currently employed within a FWS or PWP Position, please ensure their employment end date correspond with their last day enrollment with the University. For Seaver College students, the last day of enrollment is 12/17/2021.

All fall graduates may work up until 12/31/2021 within a departmentally funded position, they may not continue into the new year. If you wish to employ your graduated student employee past 12/31/2021, please contact employment@pepperdine.edu for assistance in hiring the student as a temporary or regular staff member.

Onboarding & Hiring Process

All student employee onboarding and hiring will continue to be completed by appointment only until further notice.

- If you wish to hire a first-time student employee or a student who needs to renew their I-9, please review the following [student hiring procedures](#).
- If you are hiring a student employee who has an active Form I-9, you may proceed with hiring them in the Student Hire Center. We have provided a guide for your reference: [How To Hire/Rehire Students](#)
- If you should require access to either the Student Hire Center or Kronos for timecard approvals, please complete the following forms and send them to shelby.white2@pepperdine.edu:

- The [PeopleSoft Human Resources Access Request](#) form allows you to have access to our Hire Module, where you can hire students online into our system. Select "Add" beside the Student Hire Module and Student Department Roster access. I have included a link here as a sample form for you ([Sample Form to PeopleSoft Human Resources Access Request Form](#)) so you know how to complete this form. Please be sure to include your 5 digit department code on the form.
- The [Kronos Supervisor Access](#) is a form that will allow you to approve students' timecards through Kronos, our online timecard system. Please provide your 5 digit department code, as well as check the "Student" box in order to gain access to approving student employees' timecards.

Winter Break Employment Regulations

All students who are enrolled in the Spring 2022 semester/term and will be working over winter break may work up to 29 hours per week as they will be working while classes are not actively in session.

Employing Incoming Students for Winter Break & Spring

Any newly admitted students who have not been a Pepperdine student in the past, may not work until they are matriculated (first day of classes). Please connect with any incoming students and ask for the date of their first class session.

Spring Employment Pay Types

Below are the pay types available to students this upcoming spring semester/term:

- **Federal Work Study (FWS)** - Students who have been awarded a FWS Award may continue to use their award up until **June 19th, 2022**.
 - Students may **not** continue using FWS funds after graduation unless they plan to enroll for Fall 2022 classes, no exceptions as this is federal law. If a FWS student is graduating this spring, please ensure their end date is set to their last day of enrollment. You may follow [these instructions](#) to update student end dates.
- **Pepperdine Work Program (PWP)** - Students who have been awarded a PWP Award may continue using their award until **May 8th, 2022** within their positions.
 - Students may not continue using PWP funds after graduation unless they plan to enroll for Fall 2022 classes.
- **Pepperdine Work Share (PWS)** - Students who have been awarded a PWS Award may continue using their award until **May 8th, 2022** within their positions.
 - Students may not continue using PWS funds after graduation unless they plan to enroll for Fall 2022 classes.

Hiring International Students

International students who are currently residing and have a physical presence in the United States are eligible to work. Unfortunately, due to federal and Visa regulations, students who are residing outside of the United States may **not** complete work for Pepperdine and do not qualify for student employment. As in the past, international students will be required to apply for a social security number prior to their employment start date and must remain in the United States for the duration of their employment.

If you wish to hire an international student, please contact kate.suriyatip@pepperdine.edu and shelby.white2@pepperdine.edu for more information.

Job Postings

Students are actively searching for jobs. Please post all available open positions on Handshake. To review or learn how to post a job on Handshake please refer to the following [website](#) or email tess.marme@pepperdine.edu. As a reminder, all open positions must be posted for at least 5 days on our job posting platform before a hiring decision is made, this ensures that all students are provided with equal employment opportunities.

Please let us know how we can further assist you with any Student Employment related questions. Thank you for continuing to provide work opportunities for students.

Happy Holidays!!

Sincerely,



Student Employment Team

Student Employment Office

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