Congratulations on being hired as a UNLV student employee. The University is delighted to have you on our team. This brochure provides answers to questions you may have about your student employment. If you have any additional questions after you have read this brochure, please do not hesitate to contact your hiring supervisor.

How Do Students Get Paid?

Students get paid on the 10th and 25th of each month for hours work. Students may receive paychecks using two methods:

1) Direct Deposit:

Students may sign up online using Employee Query and Update System (EQUUS) at **hr.unlv.edu/new/equus**. Do not confuse your payroll direct deposit with any financial aid direct deposit via MyUNLV. EQUUS was designed to sign up for your job payroll deposit and MyUNLV was designed to receive financial aid direct deposits.

2) Paper Check:

Students may pick up their checks on payday between 9:00 AM to 4:00 PM or between 9:00 AM to 12:00 PM on all other business days. The Payroll Office is located within the Campus Services Building, Room 244, Building 59 on a UNLV campus map.

How Many Hours Can Students Work Per Week/Day?

A student may not work more than 39 hours per week and no more than eight hours per day while attending school. Most students work 20 hours per week or less. The primary focus of a student attending UNLV is to achieve a degree from a higher education program. Excessive hours worked may hinder a student's academic performance. Students should balance academic performance with work and personal financial responsibilities.

How Many Hours Can A F1 International Student Work Per Week/Day?

An F1 international student may not work more than 20 hours per week and no more than eight hours per day while attending school. It is against Federal Department of Homeland Security regulations to exceed 20 hours per week. A student who does so risks their immigration status being revoked and academic dismissal from UNLV. An F1 international student may work 39 hours per week during those periods when school is not in session or during the student's annual break and as long as the student is enrolling full-time credit hours during the next semester.

Can A Student Work More Than One Job On Campus?

The short answer is yes. However, it is the responsibility of the student to inform all UNLV employers of the total weekly hours worked from all jobs. Students cannot work more than 39 hours per week. Students will need to effectively communicate their work hours with all UNLV employers or risk job termination for employment rule violations.

How Can I Find Other Jobs On Campus?

Please review Career Link online at **hire.unlv.edu/careerLink**. Students can find a variety of on and off campus jobs. Check Career Link regularly as this online resource is frequently updated.

What Do I Do If I Want To Quit My Job?

Students should talk with their supervisor if resigning. As a professional courtesy, students should provide their employer at least two weeks advance notice. Students may want to use their current employer as a future reference to obtain other jobs. It is important to coordinate proper close out arrangements when leaving an employer in a suitable manner.

UNLV

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER AND UNLAWFUL HARASSMENT, PERSONAL DISCRIMINATION & RETALIATION POLICIES

The University of Nevada, Las Vegas is an Equal Opportunity Affirmative Action Employer committed to achieving excellence through diversity. Please visit **go.unlv.edu/about/statements** for information regarding these topics.

OTHER CAMPUS EMPLOYMENT RESOURCES

Payroll Office
Phone: 702-895-3825
Web: **payroll.unlv.edu/index.html**

Human Resources
Phone: 702-895-3504
Web: **hr.unlv.edu/contact**

Financial Aid Related Work Programs
Phone: 702-895-3424
Web: **finaid.unlv.edu/workprograms**

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STUDENT WORKER EMPLOYMENT GUIDE