WORK AUTHORIZATION E-MAIL: You must be hired before you begin working. This is a University and government policy. Please make sure all hiring forms are filled out and that you have received a work authorization e-mail from Kerry Hill before you begin working.

DIRECT DEPOSIT: BYU requires all of its employees to set up Direct Deposit. Do this as soon as possible by going to BYU’s homepage:

- Sign in with your Route Y information
- Click on the Route Y menu
- Click on the Work menu
- Select Direct Deposit
- Select Payroll Direct Deposit
- Follow the directions as outlined

SAFETY TRAINING: As a Civil Engineering employee, you are required to complete a safety training course on Blackboard. This training is mandatory for both Teaching Assistants and Research Assistants. You can access the training on Blackboard the day after you are hired. Complete it as soon as possible.

CB LAB DOOR CODES: If you need CB lab door codes to fulfill your job duties, speak to your supervisor. You will need to bring a Student Lab Access Permission Sheet signed by your supervisor to the CEEn front desk secretary to receive a door code.

BYU WORK WEEK: The BYU work week begins Saturday at 12:01 a.m. and ends at midnight the following Friday.

HOURLY LIMITS – US RESIDENT STUDENTS:
- As an Undergraduate student, you may work up to 20 hours/week during Fall/Winter semesters.
- As a Graduate student, you may work up to 30 hours per week provided your job duties are within your field of study during Fall/Winter semesters.
- As an Undergraduate or Graduate student, you may work up to 40 hours per week during Spring/Summer terms.

HOURLY LIMITS – INTERNATIONAL STUDENTS:
- As an International student, you may not work more than 20 hours per week according to federal regulations. Violation of this policy will result in your immediate termination and loss of the right to work in the United States.
- As an International student, you may work up to 40 hours per week during your annual vacation period (to be determined by the International Services Office) and during school holidays and breaks (refer to holiday/break schedule for exact dates).
FALL/WINTER CREDIT HOUR REQUIREMENTS – US RESIDENT STUDENTS:
- In order to work on campus during Fall/Winter, you must meet the following criteria:
  - As an Undergraduate student, you must be enrolled in at least 6.0 credit hours per semester.
  - As a Graduate student, you must be accepted into a BYU graduate program and be enrolled in at least 2.0 credit hours per semester.

FALL/WINTER CREDIT HOUR REQUIREMENTS – INTERNATIONAL STUDENTS:
- In order to work on campus during Fall/Winter, you must meet the following criteria:
  - As an Undergraduate student, you must be enrolled in at least 12.0 credit hours per semester.
  - As a Graduate student, you must be accepted into a BYU graduate program and be enrolled in at least 9.0 credit hours per semester. (If you are finished with your coursework and therefore are taking less than 9.0 credit hours per semester, you will need to work with Janice to submit a letter to the international office. Once this request is approved by the international office, and you receive a work authorization e-mail from Kerry, you are authorized to work with less than 9.0 credit hours for however many semesters were stated in the letter.)

SPRING/SUMMER EMPLOYMENT GUIDELINES:
- In order to work on campus during Spring/Summer, you must meet one of the following criteria:
  - You must have been enrolled in day school the previous winter semester and also be enrolled for the next fall semester. If you meet this criteria, you can work without taking credits during Spring/Summer terms.
  - Be a high school senior who has been accepted to day school for fall semester after having graduated from high school.
  - Be a Visiting Spring/Summer Only student who is enrolled in day school for at least 3.0 credits for one of the terms.
  - If you are an undergraduate student graduating in August, you should be enrolled in at least 3.0 credit hours during either spring term or summer term, or have been accepted into a BYU graduate program beginning fall semester.
  - If you are a graduate student graduating in August, you should be enrolled in at least 1.0 credit hour during either spring term or summer term.

* NOTE: As a US resident, you and BYU are required to pay FICA tax during the term(s) you are enrolled in less than 3.0 credit hours as an undergraduate student and less than 1.0 credit hour as a graduate student.

GRADUATING STUDENTS: If you are a graduating student, you may work up to two weeks beyond graduation in your student job(s). During this two-week period, you will be required to pay FICA. If you are a graduating International student, you may not work past your graduation date, according to federal regulations.

T.A. PAY RAISES: If you are a Teaching Assistant, your pay rate is based on department standards according to your year in the CEEn program. It is your responsibility to submit a TA Wage Increase form to Kerry Hill if you continue employment from one year in the program to the next. If you do not, you will continue to receive the wage at which you were originally hired. Forms can be picked up in the CE office. If you are a Research Assistant, your pay rate is according to your supervisor’s discretion.