

U.F. Student Employee Guidelines

University Facilities (UF)

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Approved by: Bob Wells, updated Todd Barnette

This document establishes official guidelines for Student Employees

Time Sheets

Student employees must submit time sheets for each pay period in a timely manner. Since there are currently two pay periods per month which end on the 15th and the last day of the month, Human Resources must receive time sheet no later than 1 day after pay period ends. Time sheets must accurately reflect the time worked and account for lunch breaks. Time should be rounded to the nearest quarter of an hour. Pay is deposited directly into the account the student employee has indicated on the Direct Deposit form. There is a two-week lag on paychecks. Please consult Human Resources if you have questions.

Hours

This office tries to be as flexible as possible. Students are asked to set a schedule at the beginning of the semester regarding the hours they plan to work. Any requests for schedule changes are asked to be submitted 1 week prior to the requested change. Students cannot work over their standard hours.

Internet and Cell Phone Usage

Please limit the use of your cell phone for personal calls while at work. Please also refrain from using the Internet for personal use during work.

Dress Code

Student employees are a representative of University Facilities and Clemson University. A number of visitors and administrators visit the offices each day, so it is important to project a professional image. Student employees are expected to maintain an appropriate appearance during working hours. Business Casual dress is preferred.

Suggested Attire: Business Casual

- Male Employees – Polos, button-up shirt, dress pants or khakis are preferred Shorts that are not overly short are also acceptable
- Female Employees – Blouses, cardigans, polos, blazers, dress pants, capris, or skirts (two inches above the knee or longer)

Please Avoid:

- Tank tops with spaghetti straps, halter-tops, visible bra straps
- Revealing clothing, extremely short shorts or mini-skirts, or shirts that reveal one's abdomen
- Clothing that is stained, ripped or has holes
- Athletic shorts, sweat pants, leggings/jeggings
- Shirts with offensive words or pictures
- Clothing that promotes other institutions of higher education
- Hats