

## **STUDENT EMPLOYMENT FREQUENTLY ASKED QUESTIONS**

**Q: Where do students access the documents required for student employment?**

A. Students can print all required documents from the following website:  
<http://www.lhup.edu/studentemployment.htm>. Students should select the paperwork that is applicable to them

**Q. Who do I contact if I have problems with my password?**

A. Students and timekeepers who have difficulty changing a password should contact the Computing Center Hotline at 484-2286.  
B. Students at Clearfield Campus should contact the Computing Center at 814-768-3423.

**Q. Do returning students need to complete new paperwork each semester?**

A. No. Students are not required to complete a new set of paperwork each semester. Only students who change cost centers (i.e., change jobs to another department) or are adding a second campus job need to complete additional paperwork each semester. These forms are located at:  
<http://www.lhup.edu/studentemployment.htm>.

**Q. Do students need to complete a student timesheet?**

A. Yes, student employees should complete a timesheet and give it to their supervisor/timekeeper for approval in ETime.

**Q. When is the Emergency Management Services (EMS) \$52 tax deducted from the student check?**

A. This required tax is deducted from a student employee's check when the student earns \$1,200 gross per calendar year.  
B. Students at Clearfield Campus will have \$10 deducted for (EMS) tax for Lawrence Township.

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