

YSOA Student Employment Job Set-up Information

Hiring/Paying Workers:

- For Course Assistants, Teaching Fellows and Administrative Assistants hires through the Davidson process visit [Student Hiring and Davidson - Yale School of Architecture Office of Student Affairs | Yale University](#).
- For all other jobs and payment requests, complete this form and submit it to archbusiness@yale.edu.
- Graduating students who will continue working during the summer need to be fully hired through the Student Employment system before commencement.
- For stipend, non-hourly payments we assume five hours per week.

Approving Timesheets:

- Student timesheets need to be approved by 3pm on Mondays. The deadline is adjusted for holidays or recess days that fall on Mondays. Supervisors will receive an e-mail from the Student Employment Office with a link to access the timesheet.
- For additional information, refer to the [Student Employment's Timesheets Guide](#).

Hour Limits:

- Students may not work greater than 19 hours (combined for all Yale jobs, both hourly and non-hourly) in any week during academic terms. Adherence to the 19-hour limit is strictly enforced. Non-compliance may result in termination of a student's employment.
- A limitation to this general rule applies to PhD students, who may not work greater than 10 hours (combined for all hourly jobs) in any week during academic terms.
- These limitations on hours worked do not apply during recess and summer. During these periods, students should not work more than 40 hours per week.

Job Title			
Timecard approver(s)/Supervisor(s)			
Expected # Hours Per Week*		Start Date	
<i>*academic year max=19/summer max=40</i>			
Duties/Brief Job Description			
Has a student been identified for the role?	Yes	No	
<i>(If no, we will post the job for applications. Applications will be routed to supervisor.)</i>			
If yes, list student name(s)			
COA*			
<i>*(Business Office will determine if left blank)</i>			
Payment Options (Select One)			
Hourly		If this is determined to be a Local 33 (L33) position, the required rate will automatically be used. For all other positions, the current Student Employment Office maximum rate will be used.	
Stipend		Amount:	
		Payment date(s)*	
<i>*Enter a one-time payment date or a start and end date for distribution</i>			