

From: [Julie Veselka@baylor.edu](mailto:Julie_Veselka@baylor.edu) <Julie_Veselka@baylor.edu>

Sent: Friday, October 5, 2018 2:37 PM

Subject: JobX Message: Is your student employee authorized to work?

This letter is a mass email to all users within the student employment software, JobX

Dear Student Employee Partners,

We are seeing an increase in students who are working before they are submitted for approval or approved in the system. If **student employees are approved to work** it ensures the **University is complying with legal regulations** such as Form I-9 and Texas Payday Laws.

We also want our **students to have a good employment experience** here at Baylor, and to be known as an institution who cares for our students. When students are not officially approved to work, this causes a delay in payment, **which may increase student financial hardship**.

We are asking all our departments to **check with their students to ensure they are receiving their paychecks in a timely manner**. If they are not receiving their paycheck, please let us know so we may assist the student. We are also going to reach out to all students to support them with timely payment, as needed.

Please let us know if you have any comments or concerns. The best way to contact our office is through student_employment@baylor.edu and 254-710-4100. Thank you all for being great partners, and we look forward to working with you.

Julie Veselka

Director of Student Employment and Career Development

Baylor University - Career and Professional Development - Student Employment

P.S. - It is **crucial** that you ensure your student (undergraduate & graduate) does not begin work until they have completed the **Form I-9**, and they have been hired into the system. Also, the students are to **record and submit their hours in a timely manner**. **There are government penalties for not complying with these regulations.**