



The University of Texas at Austin

College of Natural Sciences

Performance Guidelines for Student Employees

Student employees are expected to meet work performance standards established by their supervisors, their employing department, and the university. The term “work performance” includes all aspects of a student employee’s work.

Guidelines for satisfactory performance include, but are not limited to the following:

- Meet with your supervisor to discuss and set your assigned workdays and hours. Repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reasons, or unavailability for work can result in disciplinary action and dismissal.
- Complete required compliance training online. <https://utlearn.utexas.edu>
- While at work and during work hours, focus on job duties and work on job assignments.
 - Meet a reasonable and objective measure of efficiency and productivity.
 - Follow instructions and perform designated work.
 - Meet deadlines and complete project assignments.
- **Complete and route your time reports weekly. Pay periods are the 1st through the 15th, and 16th through the last day of the month.**
- **We strongly recommend completing your time sheets by 5pm on the last day of the payroll period in order to give your supervisor time to final approve them by 5pm the following day. Time sheets must reflect actual time worked and must be final approved by your supervisor by 5pm on the day following the end of the pay period. Time sheet completion and routing to your supervisor is your responsibility. No reminders will be sent.** If time sheets are not final approved in time for payroll cutoff you will have to wait until the next payroll cycle to be paid for those hours.
- Take care of and respect university supplies and property, including records and confidential information.
- Contribute to healthy and sanitary work conditions, and follow safety rules and accepted safety practices.
- Follow Responsible Conduct of Research protocols or other established procedures.
http://www.utexas.edu/research/osp/responsible_conduct.html
- Cooperate with supervisors and coworkers, contribute to the work unit’s function, and exhibit good conduct.
- Follow the policies on the university’s information technology resources outlined in the university’s Acceptable Use Policy at <http://www.utexas.edu/cio/policies/> and Information Resources Use and Security Policy at <http://www.utexas.edu/cio/policies/pdfs/Information%20Resources%20Use%20and%20Security%20Policy.pdf>
- Follow the Institutional Rules on Student Services and Activities outlined by the Dean of Students:
<http://deanofstudents.utexas.edu/sa/instrules.php>.