



財務處
Finance Office

人力資源處
Human Resources Office

To	Administrators of Student Helper Engagement Scheme (SHES)
c.c.	Heads of Departments/Units and Chief Administrators of CUPIS
From	Finance Office and Human Resources Office
Date	29/4/2025
Subject	Engagement of Student Helpers During Summer Break (from June 1 to August 31, 2025)
Enquiry	student.helper@cuhk.edu.hk

Dear Colleagues,

Engagement of Student Helpers During Summer Break (from June 1 to August 31, 2025)

Full-time students' paid campus work for the Colleges/Departments/Units (D/Us) are administered under the Student Helper Engagement Scheme (SHES). To avoid causing distraction from the primary attention to a full-time student's study at the University, the aggregate working hours for a Student Helper is restricted to less than 18 hours per week (from a Sunday to the following Saturday). With the approaching of Summer Break during which formal study is expected to be less active, D/Us may understandably wish to engage students to work for more hours each week. Hence, similar to past years' practices, **the said restriction of "less than 18 hours per week" on the working hours will be temporarily lifted during the Summer Break, i.e. from June 1 to August 31, 2025.**

Hours worked by Student Helpers during the Summer Break should continue to be reported through the computerized Student Helper System (SHS) following the usual practice. While the restriction on working hours per week is temporarily lifted, the reminder on work for 18 hours or more in a particular week will still be prompted to alert D/Us of such cases. Please ignore the reminder if it is the intended arrangement. D/Us are also reminded that unreasonably long working hours should be avoided for the sake of health and safety. A Student Helper is not expected to work for more than 39 hours per week (which are the normal working hours of a full-time University appointee).

D/Us should also take note of the responsibility for providing statutory benefits in compliance with the Employment Ordinance if they engage Student Helpers to work **continuously for 4 weeks or more with at least 18 hours per week**. Please refer to the enclosed reference notes for more details. To ascertain the applicability of such benefits, an engaging D/U should clearly define from the outset whether a Student Helper will be engaged to work for 18 hours or more per week, and if so, the duration of such engagement. The D/U should properly communicate with the Student Helper concerned to ensure that a consensus on the extent and duration of engagement has been reached. The cost of benefits provided, e.g. sickness allowance and annual leave pay as applicable, shall be borne by funding source(s) supporting the Student Helper engagement.

Please also be reminded that the SHES is designed for a short-term casual engagement of Full-time students on hourly basis. Hence, engagement of students for professional service should not be arranged through the scheme.

Please help to bring this email to the attention of your staff members and student helpers concerned. Relevant information on the above has also been extracted and put on the [SHES Homepage](#) for students' reference.

Enquiries and Supports

Enquiries pertaining to the general provisions of the SHES can be directed to Mr. David Yeung, Human Resources Office (3943 9368 / student.helper@cuhk.edu.hk). For enquires on the provision of statutory benefits and the payment matters, please contact Miss Daisy Liu, Human Resources Office (3943 9894 / student.helper@cuhk.edu.hk) and Miss Natalie Lau, Finance Office (3943 8614 / shespay@cuhk.edu.hk) respectively.

Thank you for your attention.

Finance Office and Human Resources Office

This communication is confidential and intended for use only by the recipient(s) to whom it is specifically addressed and should not be read by, or delivered to, any other person. If you have received this message in error, please notify us immediately by returning the communication to the sender and deleting the e-mail from your system.