



California State University, Sacramento  
Office of Human Resources  
6000 J Street • Sacramento, CA 95819-6032  
Http://www.csus.edu/hr

**DATE:** July 28, 2016  
**TO:** Student Hiring Managers  
**FROM:** Office of Human Resources  
**SUBJECT:** Campus-Wide Student Employment Updates: Student Assistants (SA), Bridge Student Assistants (BSA), and Non-Resident Alien (NRA) positions only

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**NOTE:** This communication does not apply to Unit 11 student employees. The transition of the Unit 11 GA's, TA's, and ISA's to the Human Resources (HR) Student Employment Office (SEO) will be announced at a later date.

As part of the President's initiative on Student Success, the HR has established an SEO in partnership with the Career Center and Financial Aid. HR will be assuming some of the processing of student employees, historically performed at the college/department level, to ensure timely processing and onboarding. Here are a few important updates and reminders:

**1. Timekeeper Communications**

HR has communicated directly to all departmental timekeepers to ensure a smooth transition of certain student employment processes to HR.

**2. Changes to the SEPTF and Routing Process**

The form has been updated and retitled to Student Employment Personnel Transaction Form (formerly known as the Student Employment Payroll Form). Once departments have completed the SEPTF, including verification of GPA and units and other required documents, all forms will now be routed directly to the HR Student Employment Office and will no longer require review and verification by the Registrar's Office.

**3. HR Student Employment Office Webpage**

Effective August 1, 2016 the SEO webpage will include, but not be limited to, the following information:

- ✓ Hiring Manager Handbook for Student Employees
- ✓ Student Employee Handbook
- ✓ Updated Student Employment Forms

**4. HR Student Employment Onboarding Calendar**

Specific dates and times have been allotted for new students to come to the SEO to complete all employment and payroll documents. Please see the calendar on the new SEO webpage for dates and times.

## 5. Student Assistant Vacancies

A significant new procedure has been implemented with the SEO and the Career Center. It is now mandatory for all departments hiring student assistants to post job openings only through the Career Center-Hornet Career Connection. Effective August 1, 2016, please make sure to remove any links or other postings that advertise job opportunities and place them properly through the Hornet Career Connection. Departments should immediately remove any postings of open student assistant positions that have been placed on various bulletin boards, video screens or department offices around the campus. This mandatory process begins in the fall 2016 semester. The purpose of this change is to ensure that postings are compliant with University policy, HR protocols and are consistent campus-wide.

After departments post student assistant job announcements through the Career Center, they may promote the job posting ID# using the Career Center link. This will allow departments to inform students about job openings in the departments.

## 6. GPA Reminder

Pursuant to the Student Employment Policies and Procedures in the University Policy Manual (<http://www.csus.edu/umanual/hr/ums16280.htm>), all student employees must maintain a minimum GPA of 2.0 for Undergraduate students and 3.0 for Graduate students. All job descriptions must state the eligibility GPA at 2.0.

*For exceptions, please refer to the University Policy Manual.*

## 7. Limits on Student Employment

Student Assistant (SA's) may have varying hours, work a maximum of 20 hours per week when classes are in session, or may work up to 40 hours per week during vacation periods/approved breaks. There is no limit on the number of jobs an SA may have. However, the maximum total hours worked cannot exceed 20 hours per week.

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