



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

DATE: July 25, 2016

TO: ALL CAMPUS TIMEKEEPERS

FROM: OFFICE OF HUMAN RESOURCES

SUBJECT: **Student Employment Processing Updates – Student Assistants (SA), Bridge Student Assistants (BSA), and Non-Resident Alien (NRA) Positions Only**

NOTE: This communication does not apply to Unit 11 student employees.

The Office of Human Resources will be sharing this communication along with additional student employment information campus wide on Tuesday, July 26, 2016.

The Office of Human Resources (HR) in partnership with the Career Center and Financial Aid formed a Student Employment Task Force to review and improve the student employment process on campus. In addition, HR has established a Student Employment Office (SEO) and will be redirecting some of the processing that has normally been done by campus college departments or timekeepers to the SEO.

Effective 2016 fall semester, the SEO will be responsible for hiring, re-hiring, terminating, and keying pay rate changes for all student employees into the CMS PeopleSoft database. Campus departments or timekeepers will no longer have access to key student employees' job information into the system. Once all applicable documentation has been submitted to the SEO by the hiring manager and the student has completed his/her onboarding paperwork, the SEO personnel will key all pertinent data into the CMS system.

Timekeepers will maintain the collection and verification of student timesheets and key all hours worked into the Time and Labor Rapid Entry pages as well as continue with the process of submitting the timesheets to the Payroll department by all applicable deadlines.

This new process will not only ensure timely processing and compliance with labor laws, but will enhance the student work experience by directly contributing to student success initiatives. Thank you for your continued support during this transition.

If you have questions regarding these changes, please contact **Darlene Edelman, Payroll Manager, at 916-278-5597.**