



Hiring Manager Handbook

Student Assistants (SA)

Bridge Student Assistants (BSA)

Non-Resident Alien Student Assistants (NRA)

Federal Work Study Student Assistants (FWS)

Office of Human Resources- Student Employment Office

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Student Employment at Sacramento State University is an initiative of the student success movement administered by Human Resources in partnership with the Career Center and Financial Aid.

Pending approval from Public Affairs

RESPONSIBILITIES AND CONTACT INFORMATION

<p>Human Resources- Student Employment Office (SEO) Del Norte Hall 3009 916-278-1277 Office Hours: Mon- Fri, 9am-4pm Website: www.csus.edu/hr/departments/student_employment/index.html Forms: www.csus.edu/hr/forms.html</p>	<ul style="list-style-type: none"> • Handles student employee/supervisor issues • Hosts on-boarding student employee orientations • Assists students with the student employment hiring process • Handles student personnel files • Processes hire/payroll paperwork • Enters and maintains student appointments in CMS
<p>Human Resources- Payroll Services Del Norte Hall 3006 916-278-6211 Office Hours: Mon-Fri, 9am- 4 pm Website: www.csus.edu/hr/departments/payroll/index.html Forms: www.csus.edu/hr/forms.html</p>	<ul style="list-style-type: none"> • Enters and maintains student appointments in State Controller's system • Student verification of employment • Reviews payroll entry and processing • Provides information and resources regarding student employment regulations • Resolves timesheet related issues
<p>Career Center Lassen Hall 1013 916-278-6231 Office Hours: Mon-Thurs, 9am–5pm Friday, 9am-4pm Website: www.csus.edu/careercenter Hornet Career Connection: www.csus.edu/careercenter/students/career%20connection/index.html</p>	<ul style="list-style-type: none"> • Advertises on-campus and off campus job opportunities for students using Hornet Career Connection • Assists students with developing resumes/cover letters • Facilitates practice interviews • Organizes employment workshops • Hosts career fairs
<p>Financial Aid Lassen Hall Lobby 916-278-6554 Office Hours: Mon-Fri, 9am- 4 pm Website: www.csus.edu/faid/ Forms: www.csus.edu/faid/financial%20aid%20forms/index.html</p>	<ul style="list-style-type: none"> • Assists students in the Federal Work Study (FWS) process • Facilitates FWS workshops for students and hiring managers

STUDENT EMPLOYMENT PROGRAM

Student Employment at California State University, Sacramento is an initiative of the student success movement administered by Human Resources in collaboration with the Career Center and Financial Aid.

Each year a limited number of part-time, on-campus and off-campus positions are made available for eligible California State University, Sacramento students. Such employment not only provides students with a means of earning money, it also provides students an opportunity to develop new skills and positive work habits which will ensure professional success. Students are expected to consistently execute job responsibilities in a satisfactory manner. Job duties will vary depending on the department and supervisor. Student Assistants (SA), Federal Work Study Student Assistants (FWS), Bridge Student Assistants (BSA), and Non-Resident Alien Student Assistants (NRA) positions are considered part-time temporary employment. The hiring supervisor determines the hourly wage and length of employment by the workload and availability of funding.

California State University, Sacramento employs over 1,200 students across campus. The University offers job opportunities that will complement a student's degree program, career pursuits and/or provide a positive work experience. Work experiences should allow personal growth. Student positions can be paid hourly or salaried (ISA's). Not all jobs require a Federal Work Study (FWS) award. It is an advantage to hire student's with FWS because of the assistance provided to departments to help pay for wages. See Federal Work Study section below for additional information.

CONDITIONS OF EMPLOYMENT FOR ALL STUDENT EMPLOYEES

Voluntary Services/Paid Employee

The Fair Labor Standards Act of 1938, as amended, prohibits institutions from accepting **voluntary services** from any paid employee. Therefore, any student who is employed must be paid for all hours worked. Supervisors must not permit students to work beyond their allotment or to work before all forms and authorizing documents are secured.

Student Hours

Departments should have reasonable expectations of the number of hours a student can work. Students' primary purpose on campus is to be a student. While classes are in session, students may not work more than 20 hours per week in all combined positions at Sacramento State. During winter break/summer session students may work up to 40 hours per week, however they may not work over 40 hours in a week.

HOW TO POST A VACANCY

It is mandatory for all departments hiring student assistants to post job openings through the Career Center-Hornet Career Connection at <http://www.csus.edu/careercenter/>. If you have further questions about creating a job description or posting, you can contact the Career Center at (916) 278-5721.

HOW TO HIRE A FEDERAL WORK STUDY STUDENT

For information on how to hire a Federal Work Study Student please contact the Financial Aid Office at 916-278-6554 or visit their website at <http://www.csus.edu/faid/fag/work%20study.html>

JOB POSTING INFORMATION

A Hornet Career Connection (HCC) posting serves as a job description and a job advertisement. All student employment job opportunities **must** be made reasonably available to all eligible students to comply with federal regulations and Equal Employment Opportunity laws. Hiring departments are required to advertise their job opening, with enough detail to qualify as the job description, in the university's job posting database, HCC.

Job Description

Grade Point Average (GPA) Information

Pursuant to the University Policy Manual- **Student Affairs- Policy File Number: STU-0117 Student Employment Policies and Procedures Section** all student employees must maintain a minimum GPA of 2.0 for Undergraduates and 3.0 for Graduates. All job descriptions must state the eligibility GPA at 2.0.

For exceptions to this rule please see the University Policy Manual <http://www.csus.edu/umannual/>

DEPARTMENT INFORMATION

Student Assistants (SA) are students employed on campus other than those employed through the Federal Work Study program. The department secures a position number from the College/Department MPP or Budget Officer with authority to authorize hiring. Student Assistants (SA), Bridge Student Assistants (BSA) or Non-Resident Alien (NRA) are the types of positions available. The position number must be appropriate for the classification type.

Informational Sessions

For assistance with the hiring process for a student employee, the supervisor or hiring manager may attend one of the Student Employment Office's Informational Sessions. There are three (3) Informational Sessions throughout the year. The summer and fall sessions are for Student Assistants and the spring sessions is regarding Bridge Student Assistants. Please visit the Student Employment Website for exact dates and times:

http://www.csus.edu/hr/departments/student_employment/index.html

HIRING PROCEDURES FOR NEW EMPLOYEES AND REHIRES

Hiring a New Student Employee

Once you have reviewed applications, conducted interviews, and selected the candidate, the hiring supervisor must complete the following forms - which can be found on the HR Student Employment website at www.csus.edu/hr/ under the Student Employment Office link.

1. Complete the Student Employment Personnel Transaction Form (SEPTF) in its entirety. See SEPTF Instruction Sheet for additional information on how to complete the form correctly. This can be found on the SEO website. Attach copy of job posting to the SEPTF
2. Read and sign Hiring Manager Agreement form. The Hiring Manager Agreement form should be signed by the student employee's direct supervisor.
3. Complete the Background Check Worksheet.

Please note - All forms are PDF fillable.

All necessary paperwork must be submitted to the Office of Human Resources Student Employment Office (SEO) via email to hr-studentemployment@csus.edu or through campus mail - Zip 6032, Attention: SEO.

After submitting all three (3) forms, please provide student employee with the link to the student employment website and New Student Employee Onboarding Checklist - both will provide the student with the steps for onboarding.

Student Employment Office Process

1. After the student employee has completed all applicable forms, they must attend an Onboarding Session. Please visit the SEO website for the location, dates, and times.
2. Within 48 hours of attending the Onboarding Session, the student employee will be provided an Employment Confirmation Notice via their SacLink email - which will be copied to the hiring manager confirming the date they may begin working. The student cannot begin working until they receive this notice.

Rehiring a Returning Student Employee

A rehired student has to have worked in the same position within the last 12 months. In the case that the department is rehiring a returning student employee, it is not necessary to post the job opening and job description. Simply send the following completed documents to the SEO via email to hr-studentemployment@csus.edu or through campus mail - Zip 6032, Attention: SEO.

1. SEPTF with a copy of the job description
2. Hiring Manager Agreement form completed by the direct supervisor
3. Background Check Worksheet

Please note - The student must be rehired within 12 months or the department will be required to post a job opening for that position through Hornet Career Connection.

Student Employment Office Process

Within 48 hours of the SEO receiving the Hiring Manager Forms, the student employee will be provided an Employment Confirmation Notice via their SaLink email - which will be copied to the hiring manager confirming the date they may begin working. The student cannot begin working until they receive this notice.

HOURLY WAGE AND JOB LEVEL DESCRIPTION

After reviewing the job description and the nature of the work, and taking into consideration the skill level of the student, hiring departments are authorized to establish the student employment hourly wage. Departments must pay at least state minimum wage and not exceed the maximum hourly rate for the respective category.

The following job description categories and pay ranges are recommended to be followed when establishing the student's hourly rate of pay.

Student Assistants are not eligible for overtime pay, shift differential, stipends or commissions.

STUDENT EMPLOYMENT LEVELS AND PAY GUIDE KEY CHARACTERISTICS AND SALARY SCHEDULE – (Effective Jan 1, 2017)

LEVEL 1: Salary Range \$10.50-\$12.50

Work is characterized by:

- ✓ Close Supervision
- ✓ Minimal Experience
- ✓ Brief training period (one month or less)
- ✓ Specific guideline necessary for most situations
- ✓ Routine work of average difficulty involving clerical and/or manual task.

Typical Duties within This Level May Include

- ✓ Check and maintain office clerical records
- ✓ Perform simple data entry: type forms, labels, etc.
- ✓ Answer telephone and take messages
- ✓ Serve as a test proctor
- ✓ Score objective tests by hand or machine
- ✓ Compile simple statistical information
- ✓ Assist in a stockroom or laboratory
- ✓ Perform maintenance: Personnel
- ✓ Re-shelving books, etc.

LEVEL 2: Salary Range \$11-\$15

Work is characterized by:

- ✓ Independent work with only general supervision
- ✓ Monitoring the work of one or more student assistants
- ✓ Responsible for operation of a laboratory, stockroom, locker, room, etc.
- ✓ Assignment to a variety of tasks of above average difficulty or that requires some advanced experience, training or skill

Typical Duties within This Level May Include:

- ✓ Provide information to public, answering questions, etc.
- ✓ Repair and maintain equipment
- ✓ Perform bibliographic searches
- ✓ Perform work requiring knowledge of word processing, spreadsheets, or database software
- ✓ Grade subjective tests, essays or term papers, which involve substantial knowledge of lower division course work
- ✓ Assist building trades personnel
- ✓ Tutoring/peer advisor (at the undergraduate level)

LEVEL 3: Salary Range: \$14-\$17.26

Work is characterized by:

- ✓ Independent work using specialized complex skills at a high level of competence
- ✓ Monitoring the work of several student assistants with varying levels of expertise
- ✓ Assignment to a variety of special or difficult tasks, or substantial responsibility for an entire project or major segment of such programs or projects requiring judgment, maturity, or other special qualifications.
- ✓ Assignment to academically demanding duties and responsibilities in a laboratory, research or instructional support program which requires knowledge and understanding typically gained with a Bachelor's Degree in a relevant field.

Typical Duties within this Level May Include:

- ✓ Accomplishment of independent projects
- ✓ Computer specialist/analyst
- ✓ Building trades assistant
- ✓ Laboratory assistant or research assistant meeting one or more of the above criteria
- ✓ Tutoring/peer advisor (at the graduate level)

Longevity Increase: After a student has worked a minimum of 300 hours in the same position and same department, the supervisor may recommend a pay rate increase (i.e. \$0.25 increase after 300 hours). All pay rate increases are at the discretion of the employing unit, and are dependent upon the unit's budgetary resources. The supervisor is responsible for forwarding the request to the Federal Work Study Coordinator in the Financial Aid and Scholarship Office for action

Level change (promotion): If a student employee is assigned duties with a higher level of responsibility or difficulty, the student must be placed at the appropriate pay level for the work that is performed, a request must be submitted with new duties stated and forwarded to the Federal Work Study Coordinator in the Financial Aid and Scholarship Office for action

STUDENT ASSISTANT JOB CODES AND REQUIREMENTS

Student Assistant Job Code: 1870

Non-Work Study Student Assistants (SA) is available for students who do not qualify or apply for the Federal Work Study Program. These positions are 100% funded by the individual department budgets.

Student Assistant's must meet the following requirements to participate in the Student Employment program:

- Enrolled in a minimum of 6 units at Sacramento State
- Must be eligible to work in the United States
- Must maintain a minimum 2.0 GPA for undergraduate students and 3.0 GPA for graduate students overall
- SA hours may vary depending upon the department's needs and availability of funding.
- SAs are permitted to work a maximum of 20 hours per week when classes are in session.
During authorized vacation periods and approved breaks, SA's may work up to 40 hours per week depending on department's needs and availability of funding.
- There is no provision for paid holidays.
- Depending on the sensitivity level of the job, the student assistant may need to complete a background check. If necessary, the background check (including a criminal records check) must complete satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Bridge Student Assistant Job Code: 1874

Bridge Student Assistants (BSA) are employed during the summer and not enrolled in the summer semester. If the student is enrolled, they must be enrolled in less than 6 units for undergraduate students and 4 units for graduate students. Student employees who fall within

the Bridge classification must contribute to the Part-time, Seasonal & Temporary Employees Retirement Plan (PST) and Medicare.

The Bridge classification must be used to provide employment during the summer semester. The student must be enrolled in the following semester; such as fall or spring.

Students who have graduated are allowed to work during the summer semester as a Bridge Student Assistant but only until the last day of August.

Bridge Student Assistant's must meet the following requirements to participate in the Student Employment program:

- Not enrolled or enrolled in less than 6 units during the Summer Session
- Must be eligible to work in the United States
- Must maintain a minimum 2.0 GPA for undergraduate students and 3.0 GPA for graduate students overall
- BSA hours may vary depending upon the department's needs and availability of funding.
- BSA's are permitted to work a maximum of 20 hours per week when classes are in session. **During authorized vacation periods and approved breaks, BSA's may work up to 40 hours per week depending on department's needs and availability of funding.**
- There is no provision for paid holidays.
- Depending on the sensitivity level of the job, the student assistant may need to complete a background check. If necessary, the background check (including a criminal records check) must complete satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Please note Bridge employment is not eligible for Federal Insurance Contributions Act (FICA) exemption. Students must pay FICA retirement and Medicare taxes; the employer must pay FICA retirement.

International Student – Non Resident Alien Student Assistant Job Code: 1868

This classification is used year-round while the student remains in nonresident alien tax status. Appointments under the Student–Nonresident Alien Tax Status classification are exempt from FICA (Federal Insurance Contributions Act).

Non-Resident Alien Student Assistants (NRA) are international students attending Sacramento State under the F-1 and J-1 visa categories. This does not apply to undocumented students and other non-immigrant visa categories (such as H-1, J-2, B-2, etc.). As other student assistant categories, NRAs must meet the following requirements:

- Enrolled in a minimum of 6 units at Sacramento State
- Must maintain a minimum 2.0 GPA for undergraduate students and 3.0 GPA for graduate students overall
- NRA students are not permitted to work more than 20 hours per week when classes are in session. During authorized vacation periods and approved breaks, NRA students may work up to 40 hours per week depending on funds.
- There is no provision for paid holidays.
- Depending on the sensitivity level of the job, the student assistant may need to complete a background check. If necessary, the background check (including a criminal records check) must complete satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

***For more information on international student employment, please visit the Office of International Programs and Global Engagement in Library 1001 or [online](#).**

REST PERIOD AND MEAL BREAKS

While working an entire day (8 hours), students may be allowed a 15-minute paid rest break. After working four hours' students must have a 30-minute unpaid meal break.

Examples:

- 4 consecutive hours: one 15-minute paid break only.
- 6 consecutive hours: one 15-minute paid break only.
- 6+ hour's one 15-minute paid break and one 30-minute unpaid meal break.
- 8 consecutive hours: one 30-minute unpaid meal break, two 15-minute paid breaks.
- Student working 8am to 5pm: one 30-minute unpaid meal break or an hour lunch, two 15 minute paid breaks.
- When school is in session, student assistants may work up to 20 hours per week.
- Students that are considered Bridge are authorized to work up to 40 hours a week.

TIMEKEEPING INSTRUCTIONS

Once the student begins working, the time worked must be certified in order to be eligible for payment. This begins with each student completing a monthly timesheet recording the number of hours worked each day of the pay period. Student are required to complete timesheets accurately and turn them into their managers for signature by the 3rd day of the month following the monthly pay period in order to be paid timely. Once the timesheet has been completed, they are turned into the department/units timekeeper for data entry in the timekeeping system.

Student timesheets are available online through the HR Student Employment Office website.

The student's timesheet responsibilities

- Recording her/his hours worked on a daily basis.
- Signing her/his timesheet and forwarding to her/his manager for signature and approval.
- Printing the timesheet from the computer or completing the timesheet in ink. If changes are made to the original timesheet, the manager must initial the day where the changes were made.

The managers' timesheet responsibilities

- Verifying the time reported is the actual time worked.
- After signing the original timesheet, only a copy should be provided to the employee. This will help avoid the potential for fraud. The employee will not have the opportunity to make unauthorized changes to the timesheet before it is submitted for processing.
- Submitting the timesheet, either by interoffice mail or personal delivery, to the department representative (Timekeeper) responsible for preparing payroll certifications for the student employee.

The timekeeper's timesheet responsibilities

- Verify all timesheets are signed by manager and student employee
- Data inputting of all student employment time into the timekeeping system
- Forwarding hardcopy timesheets to the HR Payroll Department

PERFORMANCE EVALUATION/REVIEW

It is recommended that managers complete performance reviews for student employees and discuss the student's performance, strengths, and areas that need growth and development. If a manager feels the student employee could benefit from skill enhancement training, please contact the Career Center at 916-278-6231

Performance Evaluation form can be found on the HR website at <http://www.csus.edu/hr/forms.html> under the Student Employment Forms link.

GRADUATING SENIORS

Upon graduation, Student Assistants may work up to the last official day of the academic term. In addition, the campus may allow graduating Student Assistants to work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant. For example, Student Assistants graduating in the spring term may work through the summer period up until the day before the fall term begins. Student Assistants – Nonresident Aliens should refer to Department of Homeland Security duration of status requirements.

STUDENT EMPLOYEE WORK PERFORMANCE EVALUATION

Ideally, hiring departments should conduct an evaluation, using this form, with your student employee at the end of each semester.

- 1) Offer an accurate assessment so the student employee can learn from their work experience.
- 2) Be sure to note the positive as well as areas for improvement.
- 3) Provide a copy of the evaluation to the student employee and maintain a copy for your department files.

Student Employee Work Performance Evaluation/Review

Department Name: [Click here to enter text.](#)

Manager's Name [Click here to enter text.](#)

Student Name's:[Click here to enter text.](#)

Student ID: [Click here to enter text.](#)

Semester(s): Fall Spring Summer 20__

Beginning Work Date: [Click here to enter a date.](#) **Ending Work Date:**[Click here to enter a date.](#)

Job Skills	Performance Level <i>(Check one and provide supporting comments)</i>			
Quality of Work Performed <ul style="list-style-type: none"> • Completed assignments are accurate • Carries out assignments to completion 	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Comments:				
Interest and Attitude Toward Work <ul style="list-style-type: none"> • Demonstrates interest and enthusiasm • Positive attitude toward learning new skills 	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Comments:				
Knowledge and Use of Required Skills to Perform the Job <ul style="list-style-type: none"> • Knowledge in using office equipment • Understands skills and necessary procedures to perform daily duties 	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Comments:				
Initiative <ul style="list-style-type: none"> • Offers ideas/suggestions for work process • Seeks opportunities to develop new knowledge/skills 	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Comments:				
Productivity <ul style="list-style-type: none"> • Amount of work performed is consistent with job expectations 	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Comments:				
Dependability <ul style="list-style-type: none"> • Can be counted on to finish assignments and follow through on commitments 	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Comments:				

Interpersonal Communication <ul style="list-style-type: none"> Pleasant personality, able to effectively communicate with students, co-workers and others served by the office 	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Comments:				
Ability to Work With Others <ul style="list-style-type: none"> Effectively interacts with others in performing daily duties Accepts supervisor feedback and takes correction action if needed 	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Comments:				
Time Management & Attendance <ul style="list-style-type: none"> Routinely reports to work on time Routinely shows up to work as scheduled 	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Comments:				
Appropriate Appearance/Dress for the position <ul style="list-style-type: none"> Adheres to office dress code Dresses appropriately for the job 	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Comments:				
Adherence to Office & University Policies & Procedures <ul style="list-style-type: none"> Demonstrates adherence to performing duties that are consistent with stated office and USF policies 	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Comments:				
Overall Evaluation of Work Performance	Excellent	Good	Satisfactory	Unsatisfactory

Describe the student employee's strengths:

What skills or work attributes need to be improved:

List at least 2 contributions the student employee has made this semester to the department and/or your team.

1:

2:

Date Evaluation Conducted: [Click here to enter a date.](#)


Student Signature: _____


Supervisor Signature: _____

HIRING MANAGER CHECKLIST—STUDENT EMPLOYMENT PROCESS

Preparing to Hire a Student Employee	
	Review the Hiring Manager Handbook.
	Attend trainings available for managers, especially if this is your first time hiring a student or for Federal Work Study.
	Create job posting/description in Hornet Career Connect.
	Contact the FWS Advisor or HR as assistance is needed.
After Selecting a Student Employee	
	Complete the SEPTF and Hiring Manger Agreement.
	Send completed forms to the SEO office via email or campus mail.
	Give new student employee link to SEO webpage and New Student Employee checklist.
	Have student attend Onboarding Sessions or schedule an appointment with the SEO to turn in all applicable forms.
	Student cannot begin working until the student employee and the hiring manager receive the <i>Employment Confirmation Notice</i> .
Paying a Student Employee	
	Ensure appointment dates are within established deadlines.
	Ensure salary is within an established range.
	Ensure student is not appointed for over 20 hours (Important: FWS students must be FICA exempt.)
	Have student complete and sign timesheets on a monthly basis.
	Have timekeepers input time.
	Have timekeepers forward timesheets to Payroll.
	Monitor individual student award balance & enrollment (must have 6 active CSUS hours).
	Monitor overall budget.
	Ensure student has been paid correct number of hours.
	Ensure student has been paid correct rate of pay.
	Ensure student's earnings have been charged to correct account.
Evaluating the Student Employee	
	Conduct an evaluation, preferably each semester.
	Set new goals for student employee as applicable.
	Provide ongoing feedback to student employee.

STUDENT EMPLOYEE PERSONNEL TRANSACTION FORM (SEPTF)

 SACRAMENTO STATE HUMAN RESOURCES			
Student Employment Personnel Transaction Form			
SECTION 1 Student Biographical Information (student must use LEGAL NAME)			
1. Student ID:	2. First Name:	3. M. I.	4. Last Name:
5. Street Address:	6. City:	7. State:	8. Zip Code:
9. Student Saclink Email:	10. Primary Phone:	11. Phone Type: --Select One--	
SECTION 2 Student Academic Eligibility			
12. Grade Level: --Select One--	13. Overall GPA: (must have at least 2.0 if undergraduate / 3.0 if graduate)	14. Units Enrolled:	
15. Returning Student? <input type="checkbox"/> YES If yes, when were they last employed (UEI and ASI excluded): _____ <input type="checkbox"/> NO If no, MUST COME TO STUDENT EMPLOYMENT OFFICE (new student, inactive over one year).			
SECTION 3 CSU Job Information			
16. CMS Position #:	17. Action/Reason: --Select One--	18. Effective Date of Hire:	19. Appointment End Date:
<small>* SEPTF is required for Termination/End ONLY IF employee is terminated before their appointment end date.</small>		<small>IF TERMINATED, INCLUDE LAST PHYSICAL DAY WORKED:</small>	
20. Homet Career Connection Job Posting #:	21. If none, explain reason why:		
22. Student Job Classification: --Select One--	23. Hourly Rate:	24. Weekly Assigned Hours: --Select One--	
25. Department #:	26. Department Name:		
27. Hiring Manager's Name:	28. Hiring Manager's Email:	29. Phone:	
30. Hiring Manager's Electronic Signature: (type name for electronic signature)			31. Date:


 Last updated: 08/02/2016

For Assistance with this form, please contact the Student Employment Office Del Norte Hall 3009, (916) 278-1277
 Please send completed electronic document to Student Employment Office via email to hr-studentemployment@csus.edu

HIRING MANAGER AGREEMENT



HUMAN RESOURCES STUDENT EMPLOYMENT OFFICE Hiring Manager Agreement

Student Employee's Name:

Student Employee Start Date and End Dates

Hiring Managers may not authorize student employees to start work until they have received an official Confirmation of Employment Notice from the Office of Human Resources- Student Employment Office, which will also be copied to the Hiring Manager. Student employees will receive their notice within 48 hours of completing all required HR/Payroll forms. Student employees are not allowed to work beyond their appointment end date without written authorization from Human Resources, which must be requested via the SEPTF.

Work Schedule

Hiring Managers should discuss the student employees work schedule with the student. Student Employee's first role at Sacramento State is to be a student. There hours may vary depending on exams and papers. It is important that the hiring manager remains flexible with hours. It is the student's responsibility to inform their manager of exams and papers ahead of time to allow the manager to plan around their school needs.

Student's Hours

Student Employees are not allowed to work over 20 hours per week. This includes students who have two positions on campus. For example, a student who works 10 hours in one department can only work 10 hours in another department.

Comfort Breaks

Students are entitled to a 15 minute paid break for every 4 consecutive hours worked. Students are required to take a comfort break within every 4 hours worked even if it is between two jobs. For example, if a student works 2 hours in one position and walks directly to their next job to work 2 more hours, they are still required to take a 1 -minute comfort break within the 4 hours. It is both the student's and departments' responsibility to keep track of comfort breaks.

Meal Breaks

Student employees are required to take an unpaid half hour break after 6 consecutive hours of work. The student does not have the option to wave this break. If the student works two jobs, the student employee is still required to take a meal break after 6 consecutive hours. For example, if a student works 4 hours in one job and then walks directly to their next job and works another 2 hours, they are still required to take an unpaid half hour break. It is both the student's and departments' responsibility to keep track of meal breaks.

Timesheet

The student timesheet must be filled out accurately and turned into the manger on the last day of the pay period. The manager and timekeeper must sign the timesheet and send it to Payroll before the Payroll deadline. Instructions on how to fill out the timesheet correctly and Payroll deadlines can be found on the Payroll website at <http://www.csus.edu/hr/departments/payroll/index.html>.

I, the hiring manager, acknowledge and agree to all of the above and have provided the new student employee with the Onboarding Checklist and/or the link to complete all steps and forms required before starting work. YES: OR NO:

Hiring Manager Name

Hiring Manager Signature
(type name for electronic signature)

Date

Background Check Worksheet

Sacramento State Office of Human Resources Sensitive Positions Worksheet

Student Employee Name: _____ Date: _____

Department: _____ Sac State ID: _____

Section 1

Will the applicant:

- | | YES | NO |
|---|--------------------------|-------------------------------------|
| 1. a. Serve as a sworn University Police Officer, cadet or dispatcher? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Have direct contact with children at a clinic or camp operated by CSUS or under the campus name? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Have access to stored criminal offender information? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Have access to patients, drugs or medication? | <input type="checkbox"/> | <input type="checkbox"/> |

If "yes" was checked in section one, live scan and background check are required.
Note: Some positions (camp/clinic personnel) do Live Scan only, without additional background.

Section 2

Will the applicant:

- | | YES | NO |
|--|--------------------------|--------------------------|
| 2. a. Be responsible for the care, safety and security of people, animals and/or CSUS property? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Have authority to commit financial resources of CSUS through contracts greater than \$10,000? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Have access to or control over cash, checks, credit cards or credit card information? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Have access to or possession of building master or sub-master keys? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Have access to hazardous or controlled substances? | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Have access to or responsibility for Level 1 data or other protected, private or sensitive information? | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Control over campus business processes, through either financial roles or security access? | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Operate vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness or death? | <input type="checkbox"/> | <input type="checkbox"/> |

If "yes" was checked in section two, only a background check is required.

***Save a copy of this document and send completed forms to the SEO
with SEPTF and Hiring Managers Agreement
Email: hr-studentemployment@csus.edu
Campus Mail: Zip 6032, Attention: SEO***

Revised: 08/02/2016

NEW STUDENT EMPLOYEE ONBOARDING CHECKLIST

NEW STUDENT EMPLOYEE ONBOARDING CHECKLIST

Office of Human Resources – Student Employment Office
 Del Norte Hall, 3rd Floor Suite 3009
 916-278-1277

This checklist has been created as a tool to assist you with your onboarding process. Please be sure to follow these steps to prevent any delays in your employment.

INSTRUCTIONS	HOW TO...	COMPLETED
Complete new hire paper work	<ul style="list-style-type: none"> • Go to Office of Human Resources webpage www.csus.edu/hr/ • Click on "Student Employment Office" • Click on "Student Employment Hiring Forms" • Click "I am a new Student Employee" • Complete all required paperwork <p>If you experience difficulty downloading the new hire paperwork please, contact the Student Employment Office at 916-278-1277</p>	<input type="checkbox"/>
Submit new hire paperwork to Office of Human Resources – Student Employment Office	<ul style="list-style-type: none"> • Go to Office of Human Resources webpage www.csus.edu/hr/ • Click on "Student Employment Office" • Click on "Student Employment Onboarding Calendar" • View location, dates and times for New Student Onboarding • Arrive to the onboarding session within the specified time on the webpage- <i>No RSVP needed</i> <p>If you are unable to attend any of the onboarding dates and times, please contact the Student Employment Office at 916-278-1277 to make arrangements to complete the onboarding process</p>	<input type="checkbox"/>
IMPORTANT REMINDERS		
<ul style="list-style-type: none"> • Please be sure to read and sign all necessary documents • Please contact the HR Student Employment Office immediately if you are having trouble downloading any onboarding documents to prevent any delays for employment • Students <u>may not</u> start work until they have received their official Employment Confirmation Notice from the Office of Human Resources Student Employment Office 		