



Learning Aligned Employment Program

A State of California Grant administered through the California Student Aid Commission
-Managed by the Financial Aid & Scholarships Office and the Career Center

Redefine the Possible™

Who is Involved in LAEP?



Career Center

- Employer and student engagement
- Internship/job development
- HUB of Info / LAEP Leads for Off-campus Employers
- Handshake Support

Human Resources

- Student Employment Office
- Process student hiring forms (employer and students)
- Provide student employment orientation
- Payroll

DIVISION OF STUDENT AFFAIRS OVERSIGHT

Financial Aid & Scholarships Office

- Grant Recipient
- Financial Aid Facilitator
- LAEP Award Management
- Financial Monitoring

Budget and Accounting Offices

- Allocate/manage funds to pay students
- Invoice and collect employer share

Procurement & Contract Services

- Facilitates the Site Agreements

Meet the LAEP Programming Team



Career Center

- Employer and student engagement
- Internship/job development
- HUB of Info / LAEP Leads for Off-campus Employers
- Handshake Support
- Internship Development



Melissa Repa
Director, Career Center

DIVISION OF STUDENT AFFAIRS OVERSIGHT



Eric Banh
Workforce Development
Program Analyst



Pawan Wallace
Senior Associate Director,
Financial Aid &
Scholarships Office

Theresa Barajas
Assistant Director of State Programs,
Financial Aid & Scholarships Office

Financial Aid & Scholarships Office

- Grant Recipient
- Financial Aid Facilitator
- LAEP Award Management
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Learning Aligned Employment Program

LAEP is a 10-year program (slated to end 2031) offering eligible students at public colleges and universities the opportunity to earn additional state aid to help defray their educational costs while gaining quality, education-aligned, career-related employment.

Sac State's Allocation:
11 Million Dollars

Eligible Employers

- Research centers and institutions operated by [UC, CSU, CCC] if the position provides students with direct opportunities to participate in any type of research
- Public schools operated by school districts, county superintendents of schools, the Department of the Youth Authority, or the Department [of Education]
- Nonsectarian, nonpolitical organizations or corporations, whether nonprofit or for-profit enterprises licensed to conduct business in the state, if they are capable of providing, or capable of connecting students with other employers capable of providing, participating students with full-time employment opportunities within their areas of study after graduation

On-Campus Department/Program Eligibility

- Research centers and institutions operated by [UC, CSU, CCC] if the position provides students with direct opportunities to participate in any type of research
 - Positions must be educationally beneficial that relate to the student's area of study, career objective, or the exploration of career objective.
 - Positions must contain at a minimum of the work be 75% research
 - Research is defined as not merely gathering information. It is the studious inquiry or examination; especially: investigation or experimentation aimed at the discovery and interpretation of facts.
 - Position cannot displace workers currently employed or impair existing contracts for services.
 - The student must be paid at a comparable rate to that of comparable positions within the employing organization.



Off-Campus Business

- Public schools operated by school districts, county superintendents of schools, the Department of the Youth Authority, or the Department [of Education]
- Nonsectarian, nonpolitical organizations or corporations, whether nonprofit or for-profit enterprises licensed to conduct business in the state, if they are capable of providing, or capable of connecting students with other employers capable of providing, participating students with full-time employment opportunities within their areas of study after graduation
- State of California will reimburse: 90% for the non-profits and public schools that is not a California University/Community College
- State of California will reimburse: 50% for businesses classified as for-profit
- Fall 2024 Launch; please complete this interest form: <https://forms.office.com/r/AjFyy4a0qA>

Student Eligibility

Undergraduate students from disproportionately impacted backgrounds who meet all the following criteria:

- Must demonstrate financial need
- Must maintain satisfactory academic progress (GPA 2.0 & Half-time Enrollment 6 Units)
- First Generation, Low-income, Current or Former Foster Youth, Homeless or Those at Risk of Becoming Homeless, Students with Disabilities, Displaced Workers, Students with Dependent Children, Students Who are Veterans, Students are Justice Involved, Undocumented Students or Students Meeting the Requirements of AB 540 of the 2001–2002 Regular Session of the Legislature (MUST HAVE DACA)
 - Eligible to work in the United States
- Classified as a California resident

Maximum Amount of LAEP Award

- Eligible students may receive up to \$2,250 per semester for their LAEP award totaling \$4,500 for the academic year.
 - Students graduating in the Fall semester are only eligible for \$2,250
 - LAEP award increases are eligible dependent on their financial aid package
 - Students can work a maximum of 20 hours a week between ALL student assistant positions
- All LAEP awards are part of students' financial aid package and dependent on the students' need.



Application Process

- LAEP Preliminary Application: <https://forms.office.com/r/1jW5pAWbVX>
 - Please gather contact information:
 - Research Assistant Supervisor
 - Budget Analyst/Department Administrative Support Coordinator (ASC)
 - Department Timekeeper
 - Position Description that includes research for 75% of the position
- LAEP team will review the applications and contact those eligible for LAEP funding.
- Post Position on Handshake with "LAEP WS:" tag
 - Recruit, interview, and offer position
- Submit Hiring Paperwork
 - Wait for Employment Confirmation
- Student may start position after receiving "Employment Confirmation"



onbase@csus.edu

To: [Redacted]

Cc: SacState HR Student Employment; Banh, Eric; Francis, Stephanie



Mon 2023-08-28 2:37 PM

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1 MB

Employee ID: [Redacted]

Dear [Redacted]

The Human Resources Student Employment Office is pleased to confirm your HIRE/APPOINTMENT as a student employee with Department of Career Center, effective 8/28/2023 and ending on 5/17/2024. If you have any questions or concerns during your employment here at Sacramento State, please visit the Student Employment Office in Del Norte Hall 3009 or call 916-278-1277.

Please retain the following information for future reference. You will need it to report hours worked.

Job Description: STUDENT ASST

Employee Record #: 0

Department ID: 61600

Department Description: CAREER CENTER

Student Employment Office
Del Norte Hall 3009
Telephone #: 916-278-1277
hr-studentemployment@csus.edu
www.csus.edu/hr

This message was sent by an automated distribution system. Direct replies will not reach the sender.

Employment Confirmation Sample

Copied to Hiring Manager



SACRAMENTO STATE

On-Campus Partner's Responsibilities

- Administrative
 - Timekeeping
 - SEPTFs & Intent to Hires
 - Budget Tracking
 - Any over spending of students' LAEP awards or cancellations will be moved to the department's student assistant budget
- Research Assistant
 - Provide authentic and valuable mentoring
 - Complete Internship Impact Poster

Cost to Department

The State of California will cover **100%** of the student's salary under the LAEP funding for on-campus department/programs.

Any over spending of students' LAEP awards or cancellations will be moved to the department's student assistant budget

Job & Accounts Codes

- 1880 Student Trainee LAEP On-Campus Work Study
 - CFS account 602801
- 1881 Student Trainee LAEP Off-Campus Work Study
 - CFS account 602803



QUESTIONS?

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