



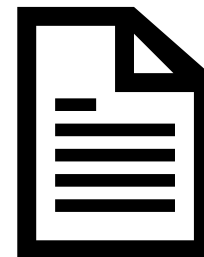
SACRAMENTO
STATE

New Emergency Hire Resources

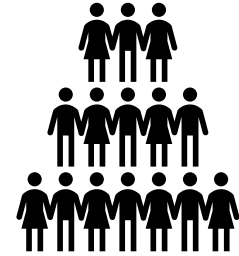
Thank you for accepting an Emergency hire appointment with Sac State! Here are ten important resources and pieces of information to have as you start your new position.



I-9 Verification and New Hire Paperwork



- If you have not done so already, log into your Applicant Portal, where you submitted your job application, and accept the offer letter presented there. Complete the triggered “New Employee Data Form” after accepting.
- Complete Section 1 of your I-9 by responding to the email from “Tracker I-9.”
- Bring I-9 Verification documents (most commonly used are Driver License and Social Security Card) to the Employment Services Office located in Del Norte Hall, room 3009 to complete section 2 of your I-9 Verification.
- Please see [Campus Map](#) for building locations and parking information.



Obtaining a Sac State ID Number



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- Once Employment Services processes your hiring paperwork, you will be able to set up your SacLink account with your Sac State ID#. Please follow this [link](#) to do so. If you do not know your Sac State ID #, please email Employment Services at hr-empservices@csus.edu



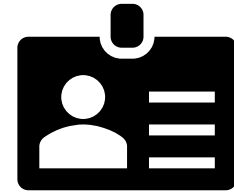
University Transportation and Parking Services



- Parking on campus is by permit only. The employee's responsibility is to purchase a permit unless other arrangements are made.
- Purchase Permit: University Transportation and Parking (UTAPS) · Welcome Center · 916-278-7275; OR UTAPS is now using virtual parking passes. Please follow the [link here](#) to fill out your request.
- Please see [Campus Map](#) for building locations and parking information.
- For positions located off-campus, contact your supervisor regarding parking costs and availability.



OneCard and Keys



- OneCard is the employee photo identification card and is issued at the Bursar's Office. Present your appointment letter to verify your employment status.
- Bursar's Office · Lassen Hall Room 1001 · 916-278-6736
- If keys are needed to access your workspace, your manager will give you a Key Request form. You will take this form, and your OneCard, to Facilities Management to have keys issued. Please see [Campus Map](#) for building locations and parking information.



Reporting Hours Worked



- As an emergency hire, you are required to report all hours worked. Please review the guides on our Payroll Website related to reporting hours:

<https://www.csus.edu/administration-business-affairs/human-resources/spotlights/etime-project.html>

- Please be aware of your FLSA Status. Non-exempt emergency hire employees are eligible for overtime pay, while Exempt emergency hire employees are not eligible of overtime pay.



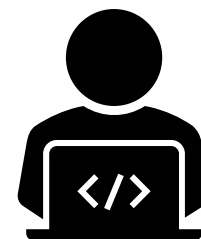
Vacation, Sick Time, and Personal Holiday



- Vacation - As an Emergency Hire, generally on the first day of the monthly pay period following completion of each 160 hours of qualifying service, a person employed on an hourly basis shall receive credit for vacation with pay for one complete monthly pay period.
- Sick Leave- As an Emergency Hire, generally on the first day of the monthly pay period following completion of each 160 hours of qualifying service, a person employed on an hourly basis shall receive credit for sick leave with pay for one complete monthly pay period (8 hours).
- Personal Holiday – Intermittent employees paid an hourly equivalent of a monthly salary rate receive time off with pay for a Personal Holiday, based on the number of hours worked in the pay period in which the personal holiday is taken.



Technology and Access



- SacLink account access is managed by Human Resources – Employment Services. If you have not done so already, log into your Applicant Portal, where SacLink account access is managed by Human Resources – Employment Services. If you are unable to create a SacLink account, please email hr-empservices@csus.edu
- Most other access to software and campus systems is managed by CARS Requests processed by the Division of Information Resources & Technology (IRT). Please work with your manager to ensure all CARS requests have been submitted and processed before reaching out to IRT for assistance. If escalation is necessary, please email IRT at servicedesk@csus.edu



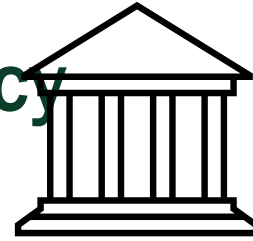
Obtaining Long-Term Employment



- We encourage you to apply to any open Sac State positions that interest you and you are qualified for. Please review open positions on our careers page: [Careers.csus.edu](https://careers.csus.edu)
- CSUEU Represented employees (included Emergency Hires who have reached 91 days of employment) will be granted priority review privilege per Article 9.3 of the CSUEU Bargaining Agreement: <https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit2-5-7-9-csueu/article9.pdf>



Rights as an Emergency Hire



- Emergency Hire employees hold most of the same basic rights as all other employees. You are protected from harassment and discrimination in your workplace. Please review our Office of Equal Opportunity website for details on the policies related to harassment and reporting tools to aid you in these protections: <https://www.csus.edu/president/inclusive-excellence/office-equal-opportunity/>
- While the job classifications held by Emergency Hires are normally represented by one of the Unions on campus, some emergency hire employees are not considered part of the union and therefore not represented.
- Emergency hires in job classifications represented by California State University Employees Union (CSUEU) are considered part of the union on their 91st day of employment. Emergency hires in job classifications represented by the Academic Professionals of California (APC) are considered part of the union on their start date.



CalPERS Information and Benefits



- Emergency Hire Employees hired to work at least 130 hours per month may be eligible to enroll in CalPERS health benefits or FlexCash under the Affordable Care Act (ACA). If eligible, the Benefits Office will notify you.
- Part-time, Seasonal and Temporary (PST) Retirement Plan - Employees who are not eligible for CalPERS retirement are required to participate in the PST Plan. The PST Plan is record kept by the Savings Plus Program administered by the California Department of Human Resources, in lieu of Social Security. Employees enrolled in this program contribute 7.5% of their gross wages, on a pretax basis, to a retirement account available upon separation of employment.