

# Student Employment Handbook

Contact information:  
[hr-studentemployment@csus.edu](mailto:hr-studentemployment@csus.edu)



## Table of Contents

Student Employment Overview .....	2
Student Employment Requirements .....	3
Classifications and Job Codes .....	3 - 5
Graduating Seniors .....	5
Hiring Process .....	6 - 8
Payroll Information .....	9 - 10

### *Hiring Manager: Additional Information*

Job Posting Information .....	10
Hiring FWS Students .....	10
Student Employment Policy Guidelines .....	11



## **Student Employment Overview**

The Student Employment Office at Sacramento State is an initiative of the student success movement administered by Human Resources in collaboration with the Career Center and the Financial Aid office. Student employees play a vital role in filling employment needs in many areas of the university and are an integral part of the success of Sacramento State.

***Sac State's mission: As California's capital university, we transform lives by preparing students for leadership, service, and success.***

As part of the Office of Human Resources, the Student Employment Office is dedicated to helping enhance student learning by providing meaningful work experiences on campus and ensuring that students get the most out of their employment experiences throughout their time at Sac State. In support of the University's Mission: Student Employment collaborates with organizations on and off campus to facilitate job opportunities that compliment students' degree programs and career pursuits. Our vision for Student Employment is to be a campus partner in promoting professional success for our diverse student population.

## Student Employment Requirements

The Hiring Manager is responsible for verifying the student's academic eligibility and number of units enrolled. Please reference chart below for minimum qualifications.

	Undergraduate & NCS	Graduate
Minimum units	6 units	4 units
Minimum GPA	2.0 GPA	3.0 GPA
Work Eligibility	Must be eligible to work in US	Must be eligible to work in US

Depending on the sensitivity level of the job, the student assistant may need to complete a background check or Live Scan. 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.

## Classification and Job Codes

Each year, a limited number of part-time-on-campus and off-campus positions are made available for eligible California State University, Sacramento students. Student Assistants (SA), Federal Work Study Student Assistants (FWS), Bridge Student Assistants (BSA), and Non-Citizen Status Student Assistants (NCS) positions are considered part-time, temporary employment.

<b>Classifications</b>	<b>Job Codes</b>
Student Assistant (SA)	1870
Federal Work Study (FWS)	1871(On Campus) 1872 (Off Campus) 1876 (ESI Off Campus) 1880 (LAEP On Campus)
Non-Citizen Status Student Assistant (NCS)	1868
Bridge Student Assistants	1874
Instructional Student Assistant (ISA)	1150
FWS Instructional Student Assistant (FWS ISA)	1151
Graduate Assistant (GA)	2355
Teaching Assistant (TA)	2354

### ***Student Assistant Job Code: 1870***

Student Assistant (Non-Federal Work Study) positions are 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.

### ***Federal Work Study Job Code: 1871 (on campus) / 1872 (off campus)***

Federal Work Study positions are granted to students who have been granted funds through Financial Aid. These positions are allotted a specific amount that is divided between two semesters. Once Federal Work Study funds have been exhausted, students are able to continue working as regular Student Assistants once appropriate documents have been submitted to our office. **Additional job codes include 1876 (ESI Off Campus) and 1880 (LAEP On Campus).**

### ***Non-Citizen Status 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-Citizen Student Assistants (NCS) 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, NCSs must meet the same following requirements. **Please note, NCS students must renew their appointment each semester.**

### ***Bridge Student Assistant Job Code: 1874***

Bridge Student Assistants (BSA) are employed during the summer. If the student is enrolled for the summer semester, they must be enrolled in less than 6 units for undergraduate students and 4 units for graduate students to work the maximum of 40 hours per week. If the student is taking more than the allowed number of units for full-time employment, the student may only work up to 20 hours per week. Student employees who fall within the Bridge classification must contribute to the Part-time, Seasonal & Temporary Employees Retirement Plan (PST) and Medicare. 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. The Bridge classification must be used to provide employment during the summer semester. The student must be enrolled in the following Fall semester.

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

### ***Academic Student Employees***

For all unit 11, Academic Student employee positions (Instructional Student Assistant, Teaching Associate, and Graduate Assistant) please refer to the links below to learn more:

Student Employees: <https://www.csus.edu/graduate-studies/unit-11/>

Faculty & Staff: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html>

### **Graduating Seniors**

Upon graduation, Student Assistants may work up to the last official day of the academic term. For example, Student Assistants graduating in the spring term may work through the summer period up until the day before the fall term begins. Non-Citizen Status Student Assistants should refer to Department of Homeland Security duration of status requirements.

## Hiring Process

### ***Hiring a Student Employee***

Once you have reviewed applications, conducted interviews, and selected the candidate, the hiring supervisor must complete the following paperwork through My Sac State portal/OnBase forms: \*

- Student Employment Personnel Transaction Form (SEPTF)
- Hiring Manager Agreement form
- Background Check Worksheet

**For NCS hires**, OnBase will automatically send the hiring paperwork to the International Programs and Global Engagement Office (IPGE) for approval first.

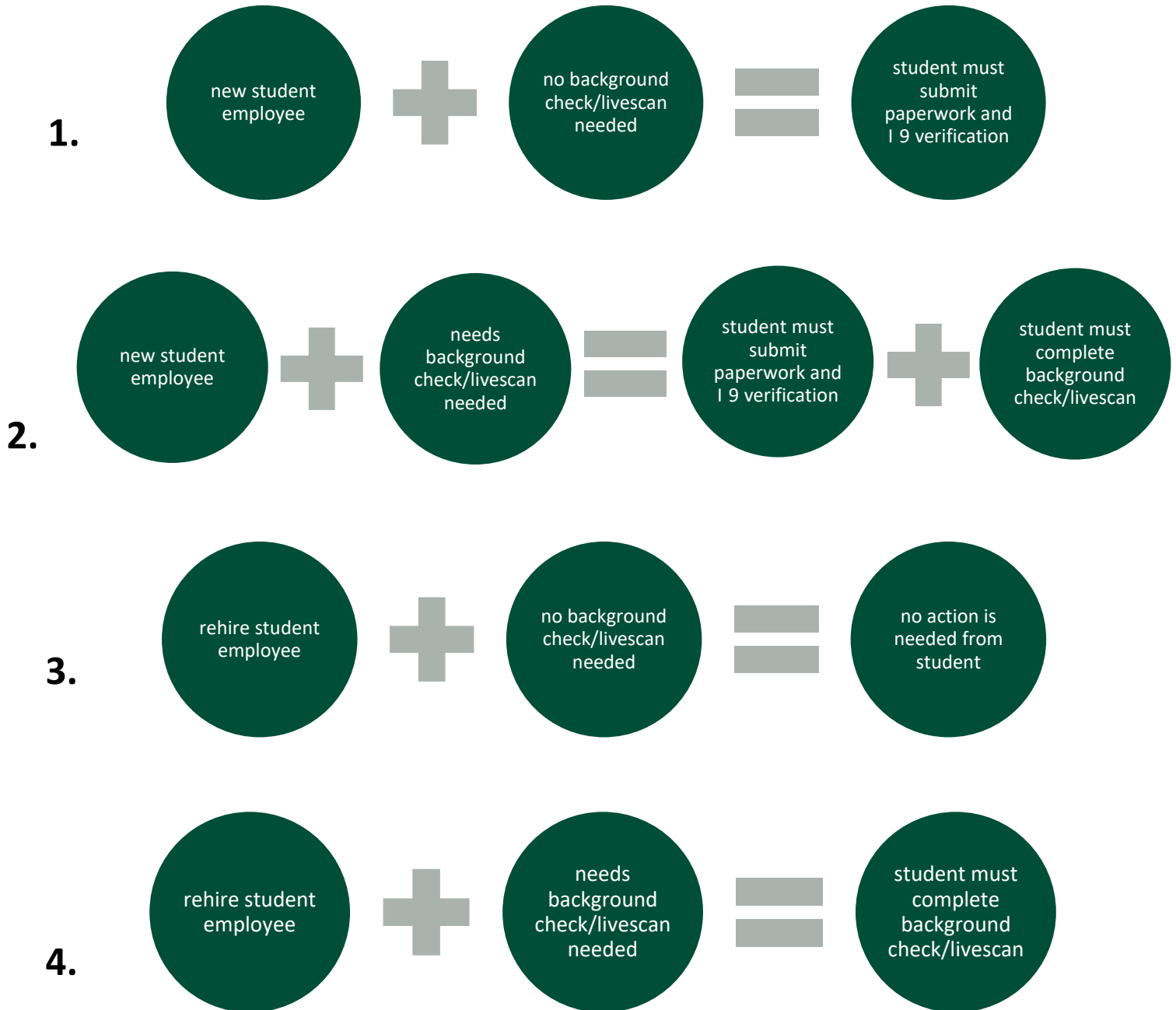
**For FWS hires**, an [Intent to Hire form](#) must be filled out and submitted to the Financial Aid Office.

For more detailed instructions on how to fill out this paperwork, please reference the [Student Employment Hiring Paperwork: User Guide for Submitters](#).

\*Off campus employers will still continue to submit pdf versions of these forms via email to [hr-studentemployment@csus.edu](mailto:hr-studentemployment@csus.edu) due to their lack of access to My Sac State/OnBase.

## Student Employment Office Process

Students and hiring managers can use the following 4 scenarios to determine what actions the student needs to complete for onboarding:





Once the student has followed the appropriate steps for their onboarding, the student employee, hiring manager, and the SEPTF preparer will be provided an Employment Confirmation Notice via their SacLink email. **The student cannot begin working until they receive this notice.**

New student employees that need to submit paperwork must submit the following:

Required Documents:

1. Employee Action Request
2. I-9 Verification
3. Emergency Contact
4. Designation of Warrants
5. Oath of Allegiance
6. CALPERS Self Certification
7. Supplemental Application Form
8. SSA 1945a
9. Student Employee Agreement

Voluntary Documents:

- A. Voluntary Self Identification of Disability
- B. Veterans Survey
- C. Self-Identification Form
- D. Direct Deposit

For more detailed instructions on how to fill out and submit this new student hire paperwork, please reference the [New Student Hire Paperwork User Guide](#).

### ***Rehiring a Returning Student Employee***

A rehired student must have been employed under Student Employment within the last 12 months. Rehires do not necessarily mean they have worked in the same department, but they have been employed by Sacramento State Human Resources (not UEI, efollet, or ASI). In the case that the department is rehiring a returning student employee, it is not necessary to post the job opening and job description. However, the student must be rehired within 12 months or the department will be required to post a job opening for that position through Handshake.

## **Payroll Information**

### ***Timesheet Instructions***

Once the student begins working, the time worked must be entered and approved 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. Students are required to complete timesheets accurately and submit them to their managers for approval. For detailed instructions on the E-Time submission process, please review [Payroll's instructions website](#) on the topic.

### ***Pay Periods***

The student pay period runs monthly according to the Payroll Calendar. Pay day is the 15th of the following month. If the 15th falls on Saturday or a holiday, pay day is usually the last working day before. If the 15th falls on Sunday, pay day is the following working day. See [Human Resources/Payroll website](#) for monthly pay period dates, deadlines, and pay dates.

### ***Payment Method***

Live Pay Warrants (pay checks) should be picked up by the student in the [Bursar's office in Lassen Hall 1001](#). If a paycheck is lost, contact your department timekeeper or the Payroll Office and we will request a stop payment on the lost paycheck and a new one will be reissued to you. If enrolling in direct deposit, please allow 30 to 45 days for it to take effect.

### ***Benefits and Time Off***

Student Assistant classifications are typically not eligible for health benefits, vacation, sick leave, holiday pay or any other paid time off. Time used by Student Assistants for jury duty or when summoned as a witness, shall be treated as an excused absence without pay. A Student Assistant who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extend U.S. military service, shall be granted time off without pay.

## ***Underpayments/Overpayments***

If there is a situation where the underpayment is a result of hours not being keyed on time, please notify HR/Payroll Services of the late submission. This may result in a late pay warrant to the student. If the actual rate of pay was incorrect, then the department will need to contact HR/Payroll Services.

If there is a situation where a student is overpaid, the department should report the overpayment to Payroll to start the collection process. If the overpayment is caught during an audit after pay warrants are issued, the student employee will be notified and informed of the collection process.



## **HIRING MANGER: ADDITIONAL INFORMATION**

### **Job Posting Information**

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 positing database - **Handshake. A Handshake posting serves as a job description and a job advertisement. It is mandatory for all departments hiring student assistants to post job openings through the Career Center's Handshake platform at <https://www.csus.edu/student-life/career-center/>.** If you have further questions about creating a job description or posting, you can contact the Career Center at (916) 278-5721.

### **Hiring FWS Students**

For information on how to hire a Federal Work Study student please contact the Financial Aid Office at 916-278-6554 or email [sacstatefws@csus.edu](mailto:sacstatefws@csus.edu). For employers that have already been approved to hire a Federal Work Study student and have identified a candidate for their job opportunity, an Intent to Hire form must be filled out for the Financial Aid Office.

## **Student Employment Policy Guidelines**

### ***Student Hours***

Departments should be flexible and 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 California State University, Sacramento. For example, a student who works 10 hours in one department can only work 10 hours in another department. During winter/spring breaks and in a BSA Classification students may work up to 40 hours per week, however they may not work over 40 hours in a week in all combined positions.

### ***Meal Breaks***

The Fair Labor Standards Act mandates that an unpaid meal break of at least half-hour (30 minutes) is required for an employee scheduled to work more than 5 hours a day. The student employee does not have the option to wave this break. If the student employee works two jobs, they are still required to take a meal break if they are scheduled to work over 5 hours total in the day. For example, if a student works 4 hours in one job and then works another 2 hours at their next job, they are still required to take an unpaid half-hour (30 minute) break. It is both the students' and departments' responsibility to keep track of meal breaks.

### ***Comfort Breaks***

Students are entitled to a 15-minute paid break for every 4 hours worked daily. 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 then works 2 more hours at their other job, they are still required to take a 15- minute comfort break within the 4 hours. It is both the students' and departments' responsibility to keep track of comfort breaks. Examples:

- 4 - 5 hours: one 15-minute paid break only.
- 5+ hours: one 15-minute paid break and one 30-minute unpaid meal break.
- 8 - 9 hours: two 15-minute paid breaks and one 30-minute or 1-hour unpaid meal break.
- 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.