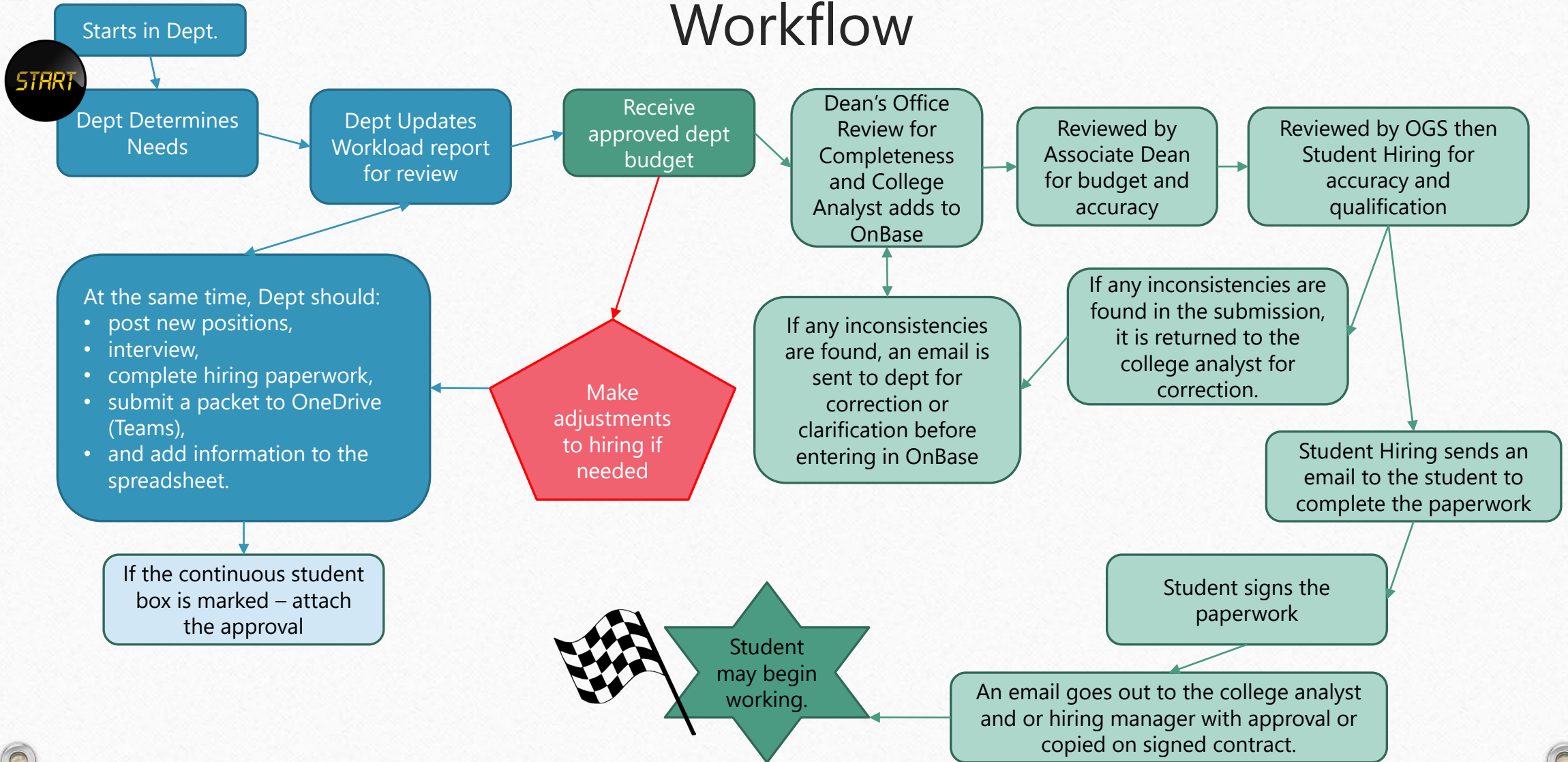


Unit 11

Student Hiring Process

Workflow



The process

1. Start with Dept. Needs:
 - a. Needs
 - b. Workload Report
 - c. Job Postings
 - d. Hiring Paperwork
2. Review: Deans Office Analyst
3. Approval:
 - a. Deans – Budget and Accuracy
 - b. OGS – Accuracy and Qualified
 - c. Student Hiring – Accuracy and Hiring Paperwork
4. Timeline

Starts Here

1. Dept Determines Needs



- Chair discusses needs with Faculty and then discusses the budget with the Associate Dean
- Chair / Dept Coordinator updates Workload report

Best Practices:

"We work on schedule building together and once we have the majority of the schedule confirmed I enter it into the workload report. The department chair reviews all faculty who have mega section courses and/or full schedules including writing-intensive courses and tries to give them first priority should any funding become available for ISA's that year. The timeline is ongoing for this process as we adjust things as needed throughout the year."

"I create the WLR in advance when the schedule building is provided access to ensure both the schedule and the WLR match. The report is then reviewed by my chair in conjunction with the Dean's Office every month. The courses that are require ISAs are determined by enrollment and the budget. They currently are our lower division language courses (elementary Chinese, French, Italian, Japanese and Spanish) and meet the Foreign Language Graduation Requirement – a requirement all students (with the exception of some majors) have to fulfill. The amount of ISAs that are hired per language varies on enrollment and the demand. This semester, each language area had 1 ISA except for Japanese and Spanish, each having 4 – 5 ISAs due to high enrollment and multiple sections. These ISAs are hired as language tutors. Our process is really simple as my chair and I work closely together to determine how many ISAs need to be hired by looking at enrollment before the semesters begin."

Dept	Course	Alpha	Seet	Instructor	Enrolment	MTU	GA	ISA	Purpose
ART	1		2	Dosch, M	70	3.00		\$486.00	Regular ISA Art History (30 hours)
ART	1	A	3	Dosch, M	70	3.00		\$486.00	Regular ISA Art History (30 hours)
ART	4	A	1	Seban, L.	70	3.00		\$486.00	Regular ISA Art History (30 hours)
ART	40		2	Shulman, A	70	3.00		\$486.00	Regular ISA Art History (30 hours)
ART	40		1	Ventis, S	70	3.00		\$486.00	Regular ISA Art History (30 hours)
ART	97		2	Mahan, E.	70	3.00		\$486.00	Regular ISA Art History (30 hours)
ART	97		1	Williams, P.	70	3.00		\$486.00	Regular ISA Art History (30 hours)
ART	111		2	Wood, J.	70	3.90		\$1,467.00	Regular ISA for Printmaking - all courses (30 hours)
ART	111		1	Wood, J.	22	3.90		\$732.00	Regular ISA for Printmaking - all courses (30 hours)
ART	140		1	Dosch, M	22	3.90		\$729.00	Student Success 3 students for 10 hours per week @ \$16.50 per hour (480 hours)
ART	20		3	Ventis, S	30	3.00		\$2,640.00	Regular ISA for New Media Art (480 hours)
ART	20		1	Flehr, S	15	3.00		\$486.00	Student Success 1 students for 10 hours per week @ \$16.50 per hour (160 hours)
ART	22	A	1	Harvey, I.	24	3.90		\$1,458.00	Regular ISA to support Crocker Audio Guide ongoing student outreach project. If not supported by regular ISA money, it is requested for funding. Fall and Spring (36 hours) Student Success found \$1504 per semester
ART	22		1	Harvey, I.	20	3.90		\$780.00	Regular ISA to support Crocker Audio Guide ongoing student outreach project. If not supported by regular ISA money, it is requested for funding. Fall and Spring (36 hours) Student Success found \$1504 per semester
					\$2,669.63			\$486.00	
					\$2,669.63			\$486.00	
								\$16,644.00	GA - 10 hours per week GA - 10 hours per week

Dept Determines Needs Cont.

- c. Each Dept will receive an email with the approved budget
 - i. According to the workload report with Faculty and the amount
 - ii. Things Change ... Budget amount may be spent as long as it does not go over the pre-approved amount.

Allocation 2023-24

	Model AY		Allocated
	2018-19 AY	2022-23 AY	2023-24 (5% reduction)
GA/ISA Dollars			
GA	\$ 900	\$ 15,250	\$ 15,250
ISA	\$ 9,540	\$ 6,250	\$ 6,275
ISA - SS		\$ 37,224	\$ 10,560
TA		\$ 14,400	\$ 14,400
Total	\$ 10,440	\$ 73,124	\$ 46,485
WTU Allocated	411.9	499.5	487.8
FTES Funded	350.1	424.6	414.6 Target
WTU Used	413.0	512.5	
FTES Actual	350.8	426	
Efficiency multiplier	0.85	0.85	0.85
Actual efficiency	0.85	0.83	
Department OE		\$12,600	\$ 10,710
Summer CCE Cost-share		\$1,025	\$ 9,101 TEAAL

Pre-Approval

Process

- Student Assistants (SA), Instructional Student Assistants (ISA), Teaching Assistants (TA), & Graduate Assistants (GA)

Pre-Approval Needed

- Instructional Student Assistants-Student Success (ISA-SS)
- Instructional Student Assistants (ISA) from Federal Work Study
- Student Assistants (SA) or Instructional Student Assistants (ISA) for ADA

General Hiring Information

C. Do all jobs need to be posted?

All student employment job opportunities **must** be made reasonably available to all eligible students to comply with federal regulations and Equal Employment Opportunity laws.

- i. TA vs ISA vs GA vs SA Position Differences
- ii. Job Postings vs Non-Posting
Posting the jobs on the Grad Studies website
to obtain Job Posting numbers
- iii. Time Range vs Time Base

Q&A with Grad Studies
1. Post or not to post?
2. Best Practices on posting

iv. Classifications and Job Codes and Position Numbers

Classifications	Job Codes	Is a New Position Number Needed?
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	

Q&A - Position Numbers

1. New Hire vs Rehire (Continuous within same AY)
2. New Position #s are Only needed if the position is tied to a new funding source.

- Position numbers are tied to funding source and once created by budget can be used for multiple year. If an ISA or GA is being hired using a fund that has supported that position in the past, then a new number is not needed. We only need to request a new position number if we/department is using a new funding source or hasn't had that position previously.
- It is good to give them 1-2 weeks to create it

Unit 11 Determine Student Eligibility

The Hiring Manager is responsible for verifying the student's academic eligibility and the number of units enrolled. Please reference the chart below for minimum qualifications. Find CMS linked on their My Sac State portal homepage, and search for the Student Employment Eligibility page.
Exceptions must be documented.

	Teaching Assistant/ Graduate Assistant	Instructional Student Assistant
Minimum Units	4 units	Graduates - 4 units (exception : Continuous Enrollment)
Maximum Units	12 units	Undergraduates - 6 units Graduates - 12 units (exception : Continuous Enrollment)
Minimum GPA	3.0 GPA; (newly admitted - 2.75 GPA)	Undergraduates - 15 units Graduates - 3.0 GPA (newly admitted - 2.50 GPA)
Work Eligibility	Must be eligible to work in US	Undergraduates - 2.50 GPA (newly admitted - 2.25 GPA) Must be eligible to work in US
International students	must be eligible to work on campus	must be eligible to work on campus
Not eligible	Credential students, Open University & Sacramento State employees	Credential students, Open University & Sacramento State employees
Additional Requirements	Must be registered in graduate or doctoral degree program related to their academic department	

Dept / Student Hiring Paperwork

-
- e) HR Packet Required – Complete then combine forms and send in Adobe sign as a workflow.
- i. College of Arts & Letters Hiring Form with Background check worksheet - OnBase Form
 - a. Hiring Manager – this is the person you want to be notified by HR with any concerns. Recommended to be the department coordinator.
 - b. Hiring Options
 - i. Hire/Appointment – to hire a student employee who is new and has never worked on campus before.
 - ii. Hire/Concurrent – to hire a student employee who is new to your department but has another active student position on campus.
 - iii. Pay rate Change/Student – to give a student a pay rate or time base increase.
 - iv. Rehire/Rehire – to hire a student employee who has previously worked for the same department the last continuous semester.
 - v. Termination/End (Revision only) – to terminate a student prior to the original Appointment End Date.
 - ii. ISA or TA/GA Application
 - a. Supervisor – this is the person who is responsible for the Student Employee's time and attendance for the course they are working.
 - b. If the Continuous Enrollment Documents Submitted box is checked on the application – it is recommended that a copy be attached
 - c. Verify Eligibility
 - i. GPA
 - ii. Enrollment / Concurrent
 - iii. Exceptions
 - iv. Not Eligible - Credential students, Open University, Sacramento State staff and faculty
 - iii. Position Description
 - iv. All forms are uploaded to OneDrive Dept Folder and Excel Spreadsheet is completed

Obstacles

- Getting Students & Supervisors to complete the paperwork
 - How do you handle it?
- Determining pay rate and amount of hours for each position
 - How do you get this information?

2. Review Process

OnBase

- a) Deans Office Analyst will review the paperwork for completeness
 - i. Any discrepancies in the paperwork, it will not be entered into OnBase and will be returned to Dept for correction/clarification
 - ii. If the Continuous Enrollment Documents Submitted box is checked on the application – it is recommended that a copy be attached – it will be submitted without the copy however, this will add time to the approval process.
- b) Deans Office Analyst enters paperwork, creating a Student Employment Personnel Transaction Form (SEPTF)
- c) All Revision go through the Deans Office

3. Approval Process

a) Dean

- i. Any discrepancies in the paperwork, it will be returned to Deans Office for correction/clarification
 - Deans Office will contact Dept ASC/AAS

Approval Process

b) OGS

- i. Any discrepancies in the paperwork, it will be returned to Deans Office for correction/clarification
 - Deans Office will contact Dept ASC/AAS
- ii. Verify Eligibility
 - a. GPA
 - b. Enrollment / Concurrent
 - c. New Hires/Rehires - Background Check / Live Scan
 - d. Not Eligible - Credential students, Open University, Sacramento State staff and faculty

Q&A with Grad Studies
1. What is your process

Approval Process

c) Student Hiring

i. Student Hiring Paperwork

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:

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

ii. Approval Flow: International Programs and Global Engagement (if the student is international) > Office of Graduate Studies > Student Employment

iii. Email Confirmation – Signed Offer Letter

iv. Student May Begin Working

a. Timesheet Process

Q&A with Student Hiring
1. What is your process



4. Timeline

- a) [SacState Timeline for Submissions](#)
- b) Dept. Needs:
 - i. Needs
 - ii. Workload Report
 - iii. Job Postings
 - iv. Hiring Paperwork
 - v. Budget
- c) Review: Deans Office Analyst – one week (once submitted I can not track it)
- d) Approval:
 - i. Deans – Budget and Accuracy – one week
 - ii. OGS – Accuracy and Qualified – one week
 - iii. Student Hiring – Accuracy and Hiring Paperwork – one to two weeks depending on the Student completing the paperwork

Time Keeping

- Student Employees enter their time.
- Timekeeping is completed in the dept.
- Timesheets are Approved by the Deans Office
- Any additional time above the contracted hours must be **pre-approved** by the Dept Chair.
 - A revision to the contract may be necessary.
 - Keep within the approved budget.

Resources

- [Graduate Studies -Unit 11 Hiring Information for Faculty & Staff](#)
- [Student employment website](#)
- [Non Academic Student employment handbook](#)
- [Classification and Qualification Standards](#)
- **ISA Only – Hourly Pay** – you can find current [pay ranges](#)
- **TA/GA Only**
 - **Base Pay** – you can find [current base pay ranges](#)
 - **Time Base** – you can find the decimal for the student's [time base](#)
- **Contact Student HR by email for more information: hr-studentemployment@csus.edu**