



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 employee's work schedule with the student. The student employee's first role at Sacramento State is to be a student. Their 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.

Rest Periods

Students are entitled to a 15-minute rest period for every 4 consecutive hours worked. Students are required to take a rest period 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 15-minute rest period within the 4 hours. It is both the student's and departments' responsibilities to keep track of rest periods.

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' responsibilities to keep track of meal breaks.

Timesheet

The student timesheet must be filled out accurately and turned into the manager 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 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