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Student Employment at Sacramento State University is an initiative of the student success movement administered by Human Resources in partnership with the Career Center and Financial Aid.

*Pending approval from Public Affairs*
# RESPONSIBILITIES AND CONTACT INFORMATION

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| Human Resources- Student Employment Office (SEO) Del Norte Hall 3009 916-278-1277 | • Handles student employee/supervisor issues  
• Hosts onboarding student employee orientations  
• Assists students with the student employment hiring process  
• Handles student personnel files  
• Processes hire/payroll paperwork  
• Enters and maintains student appointments in CMS | Website: [www.csus.edu/hr/departments/student_employment/index.html](http://www.csus.edu/hr/departments/student_employment/index.html)  
Forms: [www.csus.edu/hr/forms.html](http://www.csus.edu/hr/forms.html) |
| Human Resources- Payroll Services Del Norte Hall 3006 916-278-6211 | • Enters and maintains student appointments in State Controller’s system  
• Student verification of employment  
• Reviews payroll entry and processing  
• Provides information and resources regarding student employment regulations  
• Resolves timesheet related issues  
• Payrolls student employees | Website: [www.csus.edu/hr/departments/payroll/index.html](http://www.csus.edu/hr/departments/payroll/index.html)  
Forms: [www.csus.edu/hr/forms.html](http://www.csus.edu/hr/forms.html) |
| Career Center Lassen Hall 1013 916-278-6231 | • Advertises on-campus and off campus job opportunities for students using Hornet Career Connection  
• Assists students with developing resumes/cover letters  
• Facilitates practice interviews  
• Organizes employment workshops  
• Hosts career fairs | Website: [www.csus.edu/careercenter](http://www.csus.edu/careercenter)  
Hornet Career Connection: [www.csus.edu/careercenter/students/career%20connection/index.html](http://www.csus.edu/careercenter/students/career%20connection/index.html) |
| Financial Aid Lassen Hall Lobby 916-278-6554 | • Assists students in the Federal Work Study (FWS) process  
• Facilitates FWS workshops for students and hiring managers | Website: [www.csus.edu/faid/](http://www.csus.edu/faid/)  
Forms: [www.csus.edu/faid/financial%20aid%20forms/index.html](http://www.csus.edu/faid/financial%20aid%20forms/index.html) |
STUDENT EMPLOYMENT PROGRAM

Student Employment at California State University, Sacramento is an initiative of the student success movement administered by Human Resources in collaboration with the Career Center and Financial Aid.

Each year a limited number of part-time, on-campus and off-campus positions are made available for eligible California State University, Sacramento. Such employment not only provides students with a means of earning money, it also provides students an opportunity to develop new skills and positive work habits which will ensure professional success. Students are expected to consistently execute job responsibilities in a satisfactory manner. Job duties will vary depending on the department and supervisor. Student Assistants (SA), Federal Work Study Student Assistants (FWS), Bridge Student Assistants (BSA), and Non-Resident Alien Student Assistants (NRA) positions are considered part-time temporary employment. The hiring manager determines the hourly wage and length of employment using our Wage Table.

California State University, Sacramento employs over 1,200 students across campus. The University offers job opportunities that will complement a student’s degree program, career pursuits and/or provide a positive work experience. Work experiences should allow personal growth. Student positions can be paid hourly or salaried (ISA’s). Not all jobs require a Federal Work Study (FWS) award. It is an advantage to hire student’s with FWS because of the assistance provided to departments to help pay for wages.

Students who are interested in becoming a student employee can visit our Career Center located in Lassen Hall and go online to the Hornet Career Connection. Hornet Career Connection is the online job board site our campus utilizes to advertise job openings to our students.
Eligibility to be a Student Employee

Student Assistant’s must meet the following requirements to participate in the Student Employment program:

Undergraduate Student:
- Enrolled in a minimum of 6 units at California State University, Sacramento
- Must be eligible to work in the United States
- Must maintain a minimum 2.0 GPA overall
- Depending on the sensitivity level of the job, the student assistant may need to complete a background check. 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.

Graduate Students:
- Enrolled in a minimum of 4 units at California State University, Sacramento
- Must be eligible to work in the United States
- Must maintain a minimum 3.0 GPA overall
- Depending on the sensitivity level of the job, the student assistant may need to complete a background check. 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.
Different Classifications of Student Assistants
There are four different types of student employees that are explained below.

Student Assistants (SA) and Federal Work Study Student Assistants (FWS) On-Campus and Off-Campus
Student Assistants are employed during the spring and fall semester. Student must be enrolled in a minimum of 6 units as an undergraduate student and 4 units for a graduate student. Student must have a minimum 2.0 GPA as an undergraduate student and 3.0 GPA as a graduate student.

FWS Student Assistants On-campus and Off-Campus
Departments can hire students that are eligible for Federal Work Study. Students will be paid through FWS rather than through the department’s budget. There are certain requirements and steps that must be taken through FWS. Please visit the Financial Aid office in Lassen Hall for more information or online.

Bridge Student Assistants (BSA)
Bridge Student Assistants are employed during the summer and not enrolled in the summer semester. If the student is enrolled, they must be enrolled in less than 6 units for undergraduate students and 4 units for graduate students. Student employees who fall within the Bridge classification must contribute to the Part-time, Seasonal & Temporary Employees Retirement Plan (PST) and Medicare.

Students who have graduated in the spring semester are allowed to work during the following summer semester as a Bridge Student Assistant but only until the last day of August.

International Student - Non Resident Alien Tax Status Student Assistants (NRA)
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).

For more information on international student employment, please visit the Office of International Programs and Global Engagement in Library 1001 or online.
BEFORE YOU BEGIN WORK

Congratulations, you have been offered the student employment position from your department. You must complete all of these steps **BEFORE** you can begin working in the department. If you need any assistance during this process, please refer to our Student Employment Checklist or contact the Student Employment Office at 916-278-1277.

1. **Complete all Necessary Student Employee Forms**

All new student employees are required to complete Student Employment forms before they can begin working. Forms may vary depending on the classification. A new student employee is a student who has not worked as a student employee for the last 12 months.

These are the forms student employees must complete:

**SA, BSA, and FWS**
- Student Employee Agreement
- Student Payroll Action Request (SPAR)
- SSA-1945
- Form I-9 Employment Eligibility Verification

**NRA**
- Student Employee Agreement
- Student Payroll Action Request (SPAR)
- SSA-1945
- Form I-9 Employment Eligibility Verification
- Employment Application Form
- Employee Action Request (EAR)
- Omnibus Budget and Reconciliation Act (OBRA)

Each form is available electronically. If you have any technological difficulties or questions regarding these forms, please visit our Student Employment Office in Del Norte Hall 3009 or call 916-278-1277.

2. **Turn in Completed Forms to SEO**

If hired during the semester, contact the Student Employment Office to set up an appointment to turn in completed Student Employment Forms and verify identification for I-9.

If hired over summer for the following fall semester, you must attend the Student Employment Onboarding sessions. Look on the Student Employment website for this semester’s dates and times.

When turning in the completed forms during an appointment or attending the Onboarding sessions, please be prepared with all necessary forms filled out completely and correctly.
3. Receiving Employment Confirmation Notice
You should receive an Employment Confirmation Notice via your SacLink email within 48 hours of turning in all necessary forms to the Student Employment Office. Once you have received this notice, you may begin working. In the case that you do not receive this notice, contact the SEO at 916-278-1277.

Returning/Rehired Student Assistant
As returning or a rehired student assistant, it is not necessary to complete the student SEO forms again. You will receive an Employment Confirmation Notice via your SacLink email within 48 hours of your hiring manager submitting applicable forms. You cannot begin working until you have received this notice. Please note a rehire or returning student employee must have worked at the University within the last 12 months.

How to Complete Student Employment Forms
All student employment forms are located on our HR- Student Employment webpage. If you would like a physical copy, please visit our Student Employment Office in Del Norte Hall 3009. Once all forms are completed, make an appointment or attend an Onboarding session with the SEO to turn in forms and verify identification. Student employees must bring in correct forms of identification for I-9 (See I-9 section below for more information on identification).
Student Employee Agreement Form

The Student Employee Agreement form is an acknowledgement of the requirement to follow all student employment policies and procedures. Student employees must check the box acknowledging all the information and print and sign name.

HUMAN RESOURCES STUDENT EMPLOYMENT OFFICE
Student Employee Agreement

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 SEFP.

Work Schedule
Hiring Managers should discuss the student employees work schedule with the student. Student Employee’s first role at Sacramento State is to be a student. There 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.

Comfort Breaks
Students are entitled to a 15 minute paid break for every 4 consecutive hours worked. 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 walks directly to their next job to work 2 more hours, they are still required to take a 15 minute comfort break within the 4 hours. It is both the student’s and departments’ responsibility to keep track of comfort breaks.

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 waive 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’ responsibility 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.

Campus Jobs
Student employees cannot exceed 20 hours per week. Please note that if you are a Federal Work Study (FWS) student employee, you can only hold one FWS position, however you are allowed to hold another student employee position in addition to the FWS position as long as you do not exceed 20 hours per week. For all other student employee positions, you can be appointed to multiple positions as long as you do not exceed 20 hours per week.

I acknowledge and agree to all of the above

Student Employee Name

Student Employee Signature
(type name for electronic signature)

Date
**Student Payroll Action Request (SPAR)**

**RED** to be completed by Employee  
**GREEN** to be completed by Payroll Associate

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### CSU Student Payroll Action Request

- **Type of Action**
  - **CSU Student Payroll**
  - **Notification of Change**

#### Withholding Allowance Certificate

- **Federal and State Allowances**
  - Complete Part III or IV only.
  - **Marital Status** (Check One):
    - **Single**
    - **Married**

#### Employee Certification

- **Certification**
  - I certify the above information is true and that I have read IRS Form W-4 or W-4A and state Form DE-4. Under the penalties of perjury, I certify that the number of withholding exemptions and allowances claimed does not exceed the number to which I am entitled. If claiming exemption from withholding, I certify that I incurred no tax liability for the current year and that I will not be subject to income tax withholding.

#### CSU Representative Signature

- **Signature**
  - Date

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### Designee for State Warranty(s)

- **Must Be Over 18**

#### Oath of Allegiance/Declaration of Permission to Work

- **Part I - Oath of Allegiance**
  - [ ] I, [ ], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, that I will take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. I hereby subscribe to this oath by signing in Section I above.

- **Part II - Declaration of Permission to Work**
  - [ ] Yes
  - [ ] No

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**DISTRIBUTION:**
- **BLUE** - Personnel/Payroll Division
- **PINK/BLACK** - Campus Copies
- **GREEN** - Employee
SSA - 1945

The SSA-1945 is a statement concerning the fact that your employment is not covered by Social Security.

RED to be completed by Employee

CSU FORM SSA-1945
STATEMENT CONCERNING YOUR EMPLOYMENT IN A JOB NOT COVERED BY SOCIAL SECURITY

EMPLOYEE AND CAMPUS INFORMATION

Please be advised that your earnings from this position are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this position. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension benefit may affect the amount of the Social Security Benefit you receive. Your Medicare benefits, however, will not be affected.

Under the Social Security law, there are two (2) ways your Social Security benefit amount may be affected:

1. Windfall Elimination Provision
Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job.

For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is $313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit.

2. Government Pension Offset Provision
Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State, or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds (2/3) of the amount of your pension.

For example, if you get a monthly pension of $600 based on earnings that are not covered under Social Security, two-thirds of that amount, $400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a $500 widow(er) benefit, you will receive $100 per month from Social Security ($500-$400 = $100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65.

FOR ADDITIONAL INFORMATION

For more information, please refer to Social Security Publications “Windfall Elimination Provision,” and “Government Pension Offset Provision.” These publications, and additional pertinent information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free at (800) 772-1213, or the TTY number at (800) 325-0778, or contact your local Social Security Office.

REQUIRED SIGNATURE

I certify that I have received CSU FORM SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

SIGNATURE OF EMPLOYEE

CAMPUS NAME

DATE

CSU FORM SSA-1945
Form I-9 Employment Eligibility Verification

The University is required by law to verify that new employees are authorized to work in the United States. An offer of employment is contingent upon verification of identity and work authorization as required by the Immigration Reform and Control Act (1986). The application sections must be complete before the student employee can begin working.

Approved Identification:
• Government issued license or ID with photo **AND**
• Non-laminated Social Security Card **OR** Unexpired U.S. Passport
• I-904 (International Students ONLY)
• I-20 (International Students ONLY)

For more information on approved identification, please read page 9 of the I-9.

To complete this form, fill out Section 1 located on the front side of the document. Student employees will need to bring two forms of identification when turning papers into the SEO.
Direct Deposit Authorization
The direct deposit authorization form is **OPTIONAL** and is used for employees to enroll in direct deposit for their paychecks to be deposited to their bank of choice. Note: enrollment does take 30 to 45 days to be in affect prior to checks being direct deposited. [http://www.csus.edu/hr/docs/payroll%20forms/direct%20deposit.pdf](http://www.csus.edu/hr/docs/payroll%20forms/direct%20deposit.pdf)
**Employment Application Form**

**For International Students only**

- **RED** to be completed by Employee
- **GREEN** to be completed by Payroll Associate

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**EMPLOYMENT APPOINTMENT FORM**

**FULL LEGAL NAME (Last, First, Middle):**

**SOCIAL SECURITY NUMBER:**

**EMPLOYED BY ANOTHER STATE AGENCY:**

**FIRST EMPLOYED ON:**

**EMPLOYMENT TYPE:**

- **FULL:**
- **PART-TIME FACILITY:**
- **ADMINISTRATIVE:**
- **FACULTY:**
- **TEACHING ASSOC.:**
- **OFFICIAL CONSULTANT:**
- **STAFF:**
- **GRAD. STAFF:**

**MAILING ADDRESS (if different):**

**CITY:**

**STATE:**

**ZIP-CODE:**

**RESIDENT ADDRESS:**

**AREA CODE:**

**DATE OF BIRTH:**

**GENDER:** MALE

**FEMALE**

**ETHNIC BACKGROUND:**

- **LAPIS**
- **AMERICAN INDIAN OR ALASKA NATIVE**
- **BLACK OR AFRICAN AMERICAN**
- **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER**

**CITIZENSHIP:**

- **USA**

**PERMANENT RESIDENT CARD:**

**OCCUPATION DATE OF USA:**

**NOTE:**
- If citizen of U.S., employee must take Oath of Allegiance below. If alien, employee must complete Declaration of Oath of Allegiance to Work below.

**OATH OF ALLEGIANCE (Form 1203) (1) OR (2)**

- **I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic.**
- **I have taken (or shall take) the above-mentioned oath or affirmation, and that I am a lawful permanent resident alien of the United States.**

**DATE:**

**AUTHORIZATION PAYROLL SIGNATURE**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/HANDICAPPED TITLE IX EMPLOYER**

**WHITE - PAYROLL**

**FIRM - EMPLOYEE**
Employee Action Request (EAR)  
** For International Students only
Omnibus Budget and Reconciliation Act (OBRA)
** For International Students only
The OBRA is a federal law requiring that part-time, seasonal, and temporary employees participate in a retirement plan or contribute to Social Security.

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**RETRIEVAL PLAN ELIGIBILITY**

The Omnibus Budget Reconciliation Act (OBRA) is a federal law requiring that part-time, seasonal, and temporary employees participate in a retirement plan or contribute to Social Security. In compliance with OBRA, the CSU implemented a mandatory retirement program for those individuals ineligible for PERS and Social Security. To ensure that you are placed in the correct retirement plan, please review the following statements carefully.

Please check and complete all that apply:

- I am a California Public Employees' Retirement System (CalPERS) retiree.
  Effective date of Retirement: ___________________________

- I am reinstating from CalPERS retirement and have funds on deposit.
  Effective date of Reinstatement: ___________________________

- I am an active member of CalPERS and I am currently contributing to CalPERS through another agency and/or CSU.
  Name of agency/CSU: ___________________________
  Time-base at other agency/CSU: ___________________________

- I am not currently contributing to CalPERS, but have funds on deposit as a result of previous employment.

- I am an authorized non-resident alien with a
  - I-1
  - J-1
  - Other visa type.

- None of the above.

**EMPLOYEE CERTIFICATION:**

I understand that the information I have provided is used to determine my retirement plan eligibility and if any of my declarations are found to be incorrect, this may result in a review of my contributions and in the repayment of Social Security, Medicare and retirement contributions.

**PAYROLL CERTIFICATION ONLY:**

We acknowledge receipt of this form. You will be enrolled in a retirement plan based on the information provided as well as documentation from CalPERS. General information regarding the retirement plan for seasonal and temporary employees is on the reverse side of this form.
Payroll Information and Instructions for Forms
All Payroll Forms related to SEO can be found on the HR-SEO website under “Quick Links”

Student Timesheet Form
The student timesheet must be filled out accurately and turned in to your supervisor/department at the end of the pay period in order to be paid timely. Please see instructions tab on Timesheet for more detailed information on entering in the data.

The Student’s timesheet responsibilities:
- Recording her/his hours worked on a daily basis.
- Signing her/his timesheet and forwarding to her/his supervisor for signature and approval on the last day of the pay period.
- Printing the timesheet from the computer or completing the timesheet in ink. If changes are made to the original timesheet, the supervisor must initial the day where the changes were made.

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. http://www.csus.edu/hr/departments/payroll/index.html

Payment Method
Live Pay Warrants (pay checks) will be picked up by your department Pay Warrant Officer and distributed to you. If you are an off-campus FWS student, you will pick up your check on payday 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 enrolled 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 either due to a late submission of the timesheet, then these hours must be keyed by the timekeeper. The timekeeper is to then 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.

Conditions of Employment for All Student Employees
Voluntary Services/Paid Employee
The Fair Labor Standards Act of 1938, as amended, prohibits institutions from accepting voluntary services from any paid employee. Therefore, any student who is employed must be paid for all hours worked. Supervisors must not permit students to work beyond their allotment or to work before all forms and authorizing documents are secured.

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 a half-hour (30 minute) unpaid break be provided for every six (6) hours worked per day. 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 the students and both departments’ responsibility to keep track of meal breaks.

Comfort Breaks
Students are entitled to a 15 minute paid break for every 4 consecutive hours worked. 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 walks directly to their next
job to work 2 more hours, they are still required to take a 15-minute comfort break within the 4 hours. It is the students and both departments’ responsibility to keep track of comfort breaks.

Examples:

- 4 consecutive hours: one 15 minute paid break only.
- 6 consecutive hours: one 15 minute paid break only.
- 6+ hour’s one 15-minute paid break and one 30-minute unpaid meal break.
- 8 consecutive hours: one 30-minute unpaid meal break, two 15 minute paid breaks.
- Student working 8am to 5pm: one 30-minute unpaid meal break or an hour lunch, two 15 minute paid breaks.
- 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.

Background Check Information
Depending on the sensitivity level of the job, the student assistant may need to complete a background check. 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. If a background check is required, it should be completed before the student employee may start working. If you need more information regarding the background checks please visit the Employment Services website at [http://www.csus.edu/hr/departments/employment_services/index.html](http://www.csus.edu/hr/departments/employment_services/index.html)

Student Employee Expectations
We’re pleased you’ve chosen to work with us. To ensure you have a positive and enriching experience, we are providing you with this list of expectations. The expectations are separated into two sections: 1) what we expect from you, and 2) what you can expect from us. Please read through it carefully. If you have any questions throughout the duration of your employment at California State University, Sacramento, please do not hesitate to contact the Student Employment Office at 916-278-1277 or in DNH 3009. Again, we are excited to have you as part of our team and hope that you learn many transferable skills as you make the journey though the semester.

What We Expect from Our Student Employees

- Report to work at the agreed upon time and let your supervisor know when you arrive.
- Notify your immediate supervisor as soon as possible if your schedule changes. We understand that projects and exams may occasionally conflict with your work schedule and we’ll be as accommodating as possible, but your supervisor needs to know your schedule so he/she can predict work flow.
- Please also notify your supervisor at least 30 minutes prior to your scheduled start time if you will be unable to report to work or as soon as possible prior to your start time if you will be late.
Dress appropriately for an office setting. Students may not wear low cut, midriff or halter tops; low cut jeans, see through clothing, very short shorts, short skirts or hats during work hours. Regular jeans are acceptable unless other dress is discussed and agreed upon with your supervisor.

Attend to assigned duties and anticipate working as part of a team. If you complete your work assignments, please let your supervisor know that you are finished and are ready for the next assignment.

Attempt to resolve any work-related problem by approaching your immediate supervisor. Many problems may be resolved on an informal basis.

Office phones are to be used for work-related calls only. Phones are not to be used for accepting or making personal calls, this includes personal calls on cell phones during working hours.

Please do not ask friends to stop by to “visit” or call during work hours.

Please do not do homework or study during work hours.

Please do not surf the internet or access personal e-mail during work hours.

Please do not use computer for personal work during work hours.

Breaks may be taken after working 4 hours. Please notify your supervisor when you leave and return.

Confidentiality is extremely important. Please adhere carefully to all confidentiality instructions provided to you.

Please ensure that your workstation is clean, orderly, and maintains a professional appearance at all times.

SA’s in stockrooms may be required to wear lab coats, closed toe shoes, and learn additional safety procedures.

Timesheets – It is the responsibility of the student employee to keep an accurate accounting of their daily hours on the electronic or paper timesheet provided by their supervisor. The supervisor is accountable for accurate and timely completion of the timesheet. Signed timesheets must be turned into the department representative responsible for preparing certifications by the time specified.

Eligibility - It is your responsibility to monitor your continued eligibility for FWS and notify your supervisor of any changes. If you are unsure about how changes can impact your eligibility, please contact the Financial Aid office for more information. In addition, be sure to monitor your account for changes, including requirements needed of you, in order to continue your eligibility.

What You Can Expect from Us

- Real-life, transferable skills that will increase your marketability in whatever career you select in the future.
- Open and clear communication.
- Expect to be “cross-trained” and work on project that may involve other areas of the department or university.
- Guidance on life issues that might affect your future career employment (i.e., suggestions on career paths, preparation for transition from part-time to full-time employment, etc.).
- Respect
  - A sense of how our department works, including an opportunity to interact with others throughout the department.
- To grow skills and develop a professional network through mentors and colleagues.
- Review, explain, and provide you with a copy of your job description, and policies and procedures unique to the work setting.
- Training
  - Meaningful work
  - A joint effort to develop your work schedule, and ensure work does not conflict with class.
  - A copy of work schedule.
  - Contact information for submitting requests for time off.
  - Access to the department head to discuss issues not resolved at the supervisor level.
  - An evaluation of your job performance and a copy of your performance evaluation.

**Frequently Asked Questions**

**When can I begin working?**
Student Employees may begin work after they have completed all necessary paperwork and have received an official offer letter from the Student Employment Office.

**How would I go about completing employment verification?**
Employment verifications can be requested from the Payroll Customer Service line: (916) 278-6211.

**Can I have my check early?**
No. State Controller Guidelines mandate that under no circumstances do we release pay warrants early.

**Can you mail my check?**
Payroll cannot mail pay warrants. You may check with your department for their policy on mailing warrants and make arrangements with them.

**It is payday-where is my check?**
Please check with your department. If they did not receive your warrant, they may contact Bursar’s Office to see if your warrant officer signed for it. If not, the department may contact your payroll technician.

**Do I qualify for direct deposit?**
All employees qualify for direct deposit immediately.

**When will my direct deposit begin after I sign up?**
Depending on your financial institution, it usually takes 30-45 days. Always check on payday to see if your direct deposit has begun. Do not assume.

**If I move during the year, where do I need to change my address?**
All employees need to change their address with the Payroll Office. If you update only your
department and the Benefits Office, this will not affect the payroll system. You may do so by visiting the Payroll Office or by using the CMS HR Self Service system online. Students also need to change their address with Admissions and records. All changes must be completed by December 10th of each year to ensure W-2 mailing accuracy.

**When are W-2's issued?**
They are printed by the State Controller’s Office and issued on approximately the 15th of January. They are sent to the most current address on file with the Payroll Office as of December 10th of the previous year.

**I've lost or didn't receive my W-2's, what do I do?**
Stop by the Payroll Office—it may have been returned to us. Or you can visit the State Controllers' web site at [http://www.sco.ca.gov/ppsd_empinfo_dpw-2.html](http://www.sco.ca.gov/ppsd_empinfo_dpw-2.html)

**I've lost/destroyed my paycheck. What do I do?**
Go to the Payroll Office to request a duplicate warrant. This process can take 2-4 weeks. If you have a partially destroyed warrant, bring all of the pieces with you as this may expedite the issuance of a replacement warrant.

A lost stub can be replaced with a computer printout from the Payroll Office (you must request this in person at the Payroll Office), or online through CMS (HR Self Service).

**If I file "exempt" from tax withholding, does that status last until I make another change?**
No, you must re-file your tax "exempt" status every January or it will automatically revert to Single status with 0 allowances.