STUDENT EMPLOYMENT OFFICE

FREQUENTLY ASKED QUESTIONS

SACRAMENTO STATE
Redefine the Possible

What are the academic student employee (Unit 11) classifications?

Instructional student assistant **(ISA)**
Teaching associate **(TA)**
Graduate assistant **(GA)**

Where do I find instructions on how to enter a Temporary Academic Employment (TAE) transaction?

Instructions linked by classification:
Instructional student assistant
Teaching associate
Graduate assistant

What information is needed for the TAE transaction?

The same information you provided on the student's PageUp offer card, including the student's CHRS employee ID number, CHRS position number, pay rate, employment dates, assigned hours, and assigned duties.

How do I find my current or previous Unit 11 student employees in TAE?

Search for students using the following search criteria: "Business Unit", "EE [employee] Group", "Dept. ID" and optionally "CHRS employee ID". Additional information by classification: ISA, TA, GA

How do I search for a new student that is not in my search results?

Additional information by classification: ISA, TA, GA. If you cannot determine which one is correct CHRS employee ID number, please email hr-studentemployment@csus.edu

How do I select an employee row to use from my TAE search results?

- If you are rehiring an inactive student employee that previously held the same Unit 11 position before, you will find an inactive row for that student in your TAE search results. This inactive row can be used to rehire them into the same Unit 11 student employee classification.
- If you are looking to adjust or extend an active Unit 11 student employee position, you will want to use the student's active row from your TAE search results. If the student holds multiple Unit 11 positions in the same classification, please ensure you are editing the correct row.
    - Note, students hired into a consecutive semester in the same Unit 11 student employee position, must make the same or higher pay rate for their extended employment.

What "Grade" should I use for my TAE transaction?

- TA – select "1" for master's students; "2" for doctoral students
- GA – select "2" for academic semester
- ISA – select "0"

Student Employment Office

How do I determine the FTE for GAs and TAs?

FTE is determined by assigned hours. Please reference this FTE guide.

For ISAs, are there any guidelines for minimum and maximum assigned hours?

Yes, the minimum and maximum assigned hours field on the TAE transaction should be the student's weekly assigned hours. During the academic year, ISAs can only work up to 20 hours a week maximum.

How do I know that my TAE transaction was submitted?

You will receive a pop up indicating how many TAE rows were successfully submitted – see example.

How do I know that my student has been cleared to start working?

Students who have been cleared to start working should have access to their appointment notification letter through their MySacState's employee portal, which can be used to verify their active employee record information. Students can review their appointment notification by following these instructions.

My student is receiving an error when trying to review their appointment notification again. How do we fix this issue?

Appointment notices that have already been acknowledged can be accessed on the "Print Old Notice" tab only. Students can reference these instructions to re-review their appointment notices.

How do I revise a Unit 11 student employee's employee record once it has been finalized through a TAE transaction?

- To revise CHRS employment dates, pay rates, and/or CHRS position number, you will need to find the student employees' active employee row, revise the appropriate field, check the "revision" box, check the "ready" box and "save and submit".
  - If you are revising the employee records CHRS position number, it must still be a CHRS position number for the same Unit 11 student employee classification in the same department number.
  - If you are revising a student employee's pay rate, the effective date must be at the start of a pay period.

How do I terminate a Unit 11 student employee's employee record once it has been finalized through a TAE transaction?

To terminate a student employee that is separating from their appointment early, you will need to find the student employee's active employee row, select the "termination" option from the "Other Action" drop down list, then adjust the effective date and end date to the student's last day worked, check the "ready" box and "save and submit".