

SUBJECT: STUDENT EMPLOYMENT

DATE: March 2007

I. PURPOSE / DESCRIPTION

Student employees are defined as matriculated students that work part-time in any of the University's departments as Work Study Student Assistants and Student Assistants. They may be assigned to clerical, technical, maintenance, paraprofessional, or other duties related to the instructional or administrative functions of the University. Student employees are appointed in accordance with guidelines established by the Human Resources Department. Graduate Assistants and Teaching Associates and Instructional Student Assistants are appointed in accordance with procedures established by the Office of Faculty Affairs and as provided in university policy S99-2.

A Student Assistant is employed to assist staff or faculty by performing work on a part-time basis in any area of the University. Student Assistants must be matriculated students. Upon graduation, the student employee may not remain in a Student Assistant position.

A Work Study Student Assistant has a predetermined financial need and is employed on a part-time basis in the Federal Work Study Program. The Financial Aid Office determines enrollment and financial eligibility requirements. Work Study Student Assistants must be matriculated students. Upon graduation, the student employee may not remain in a Work Study Student Assistant position.

International Students with F-1 and J-1-Student visas may work on campus under federal guidelines. On-campus employment is permitted only on the campus that has issued the I-20/DS2019, and a student must have valid F-1 or J-1 status. International students may work only 20 hours a week during the semester, but may work full-time during vacation or break periods. To be employed, the student must also have a Social Security card. To apply for a Social Security card, the student must obtain a job offer from the campus and must obtain a letter from International Programs and Services confirming the student is eligible to work. International students must provide Human Resources a copy of their current I-20/DS2019 form, passport, letter from the International Programs and Student Services Office (ADM 223B), and Social Security card (original, not a copy) verifying eligibility to work. This certification is required every semester. Further information is available on the International Programs and Services web site at <http://www.sjsu.edu/depts/ipss/> and from the Immigration and Non-Resident Tax Specialist (408-924-2262).

Hiring at San José State University is guided by the principle of equal opportunity, including the conviction that there will be no differential treatment or harassment of persons because of race, color, religion, national origin, age, sex, marital status, pregnancy, disability, Vietnam veteran's status, or sexual orientation.

II. PROCESS

A. Department Responsibilities

The appropriate administrator will:

1. Advertise for and hire student employees. A recommended *Application for Student Assistant Position* form is attached. Contact the Work Study Coordinator in Financial Aid to advertise for a Work Study Student Assistant. Contact the Career Planning and Placement Center to advertise for a Student Assistant position.
2. Verify the student's enrollment status and Work Study eligibility before hiring a student employee, if appropriate.
3. Assign a salary rate for student work after careful review of the job duties. The initial wage rate should be commensurate with job responsibilities, requirements, and experience. Salary ranges and job responsibilities for student employees are listed in the attached *Recommended Guidelines for Student Employee Salary Placement*. Student employees are paid an hourly rate and are entitled to receive appropriate payment for every hour of work performed.
4. Complete the *Student Assistant Appointment Form* (attached) for new hires. Review the information with the student, including the list of acceptable documents for the completion of the Employment Eligibility Verification (I-9).
5. Instruct the student to take the *Student Assistant Appointment Form* directly to the Human Resources office in the UPD Building, third floor. *The student may not begin to work until the Human Resources sign-in procedure is complete and an SJSU Employment Authorization Card is issued to the student employee by Human Resources and then presented to the department.* Departments should make note of and track employee work authorization expiration dates. Failure to complete necessary documents will result in a violation of federal compliance regulations and may result in monetary liability to the appointing department.
6. Complete the *Student Assistant Appointment Form*, Section A only, if hiring a current Student Assistant into your department or into another position. Verify that the student has a valid SJSU Employment Authorization Card. Submit the appointment form to Personnel Services.
7. Review the new hire packet the student employee received from Human Resources, and conduct a department orientation with the student. A suggested *Student Orientation Checklist* of topics to be covered is attached.
8. Arrange a work schedule with the student. CSU regulations restrict student employment to a maximum of 20 hours per week. If a student works for more than one department, it is primarily the responsibility of the student to monitor and limit total work hours in all departments to 20 hours per week. Employing departments are strongly encouraged to monitor hours. **Student employees should not be scheduled to work overtime.**

Student employee work schedules are to include appropriate rest periods (breaks) and meals periods in accordance with Industrial Welfare Commission Order No. 4-2001 as follows:

- Ten (10) minutes net rest time per four (4) hours or major fraction thereof, to be taken in the middle of the work period. Authorized rest time is counted as hours worked with no deduction from wages. Although the State requires a minimum of ten minutes for a rest period, at SJSU it is common practice to allow student employees a fifteen-minute break.
 - No rest period necessary if total daily work time is less than 3-1/2 hours.
 - A meal period of not less than 30 minutes is required for a work period of more than five (5) hours. However, if the total work period for the day is not more than six (6) hours, the meal period may be waived by mutual consent of employer and employee. Meal periods are not counted as time worked and there should be no wages paid for a meal period.
9. Maintain accurate records and ensure that appropriate documents are submitted to Payroll Services to facilitate timely processing of the student's pay.
 10. Approve self-service hours by the 1st day of the following month to ensure timely processing of students pay. Run the student time approval report and submit to Payroll Services.
 11. For departments not on self service Review the department *Student Attendance Report*, which is e-mailed monthly to designated department contacts. Contacts should print out the report and make all subsequent changes on the hard copy.
 - a. Verify names on the monthly *Student Attendance Report* upon receipt of the report. If a new Student Assistant's name does not appear, contact Personnel Services at 924-2250.
 - b. *Student Attendance Reports* with authorizing signatures are due in Payroll Services each month on or before Master Pay Day (refer to Payroll Calendar). Late submission of Student Attendance Reports will result in a delay of student paychecks. Individual student time sheets are to be retained in the department for five years.
 - c. Submit any change of hourly salary rate for a student employee directly on the *Student Assistant Appointment form*.
 - d. A change in funding/account should be submitted by completing another *Student Assistant Appointment Form*, Section A only. A new "PeopleSoft Position #" indicates a change in funding/account.
 - e. If a student no longer works in the department and the name still appears on the *Student Attendance Report*, submit an Employee Profile to inactivate student record. To end a current student assistant appointment, see Section III of these guidelines.
 12. Inform student employees of the deadline for timesheets and the consequences of not meeting the deadline. If the timesheet is submitted late, inform the student employee in advance that the paycheck will be delayed.
 13. Distribute student paychecks. Student paychecks will be disbursed between 9:00-11:00 a.m. in Human Resources on the 14th of the month. If a student paycheck is missing, contact your department's Payroll Technician. **DO NOT send the Student Assistant to Human Resources or Payroll Services to inquire about the paycheck.**
 14. Provide each student employee with an evaluation of his or her performance at the end of every semester or at the end of the work assignment. A suggested *Student Employee Evaluation Form*

is attached. Departments are encouraged to monitor student employee performance closely and provide regular verbal feedback and guidance in addition to the written evaluation. Evaluations are to be kept by in the department.

15. Contact Personnel Services immediately if a student employee resigns or the department ends a student employee appointment **before the end of the pay period**. This will allow pay to be processed in a timely manner (see Section III below).

B. Student Employee Responsibilities

The student employee will:

16. Bring the *Student Assistant Appointment Form* to the Human Resources office in the UPD Building, third floor, and complete the appropriate employment documents prior to beginning employment:
 - a. **Student Payroll Action Request (SPAR), State of California:** Student employees are required to designate State and Federal withholding allowances and a designee to receive the paycheck in the case of death of the employee. The designee must be at least 18 years of age; the designee's social security number is required.
 - b. **Employment Eligibility Verification, Form I-9:** All employees of San José State University are required to show proof of eligibility to work at the time of hire and must provide documentation in Human Resources (see Section C of the *Student Assistant Appointment Form*).
 - c. **Statement of Understanding of the Family Educational Rights and Privacy Act:** All employees of San José State University are required to keep all student records and information confidential.
17. Obtain an SJSU Employment Authorization Card upon completion of the employment documents in Human Resources. Present the card to the appropriate department administrator before work begins.
18. Retain the SJSU Employment Authorization Card throughout employment with the University as verification of work eligibility. A student employee may be asked to produce this card if changes in work status occur. The employee is ultimately responsible for keeping the work authorization current.
19. Review the Student Assistant hire packet provided by Human Resources with the appropriate department supervisor/administrator before work begins. Discuss all conditions of employment with the supervisor, including job duties, work schedules, salary rate, etc.
20. Adhere to all University and department policies and procedures as outlined by Human Resources and the appropriate administrator.
21. Post all hours worked in PeopleSoft by the last day of the pay period. For departments that are not on self service you will be required to sign and certify hours worked each month on the timesheet provided by the department. Submit monthly timesheets for hours worked to the departmental contact by the deadline specified by the department. If the timesheet is late, the paycheck will be late.
22. Monitor work hours. Student employees may work up to, but normally not in excess of, 20 hours per week during regular academic periods, and up to 40 hours per week during academic

vacation periods. If a student works for more than one department, it is primarily the responsibility of the student to monitor and limit work hours in all departments to 20 hours per week. Students should not be scheduled to work overtime.

23. Obtain a Student Payroll Action Request (SPAR) in Human Resources to implement any change of address, name, or withholding allowances.
24. Monitor use of allocation hours. If a student employee works in more than one department, the student is responsible for monitoring the use of his/her allocation.

Note that student employees are not eligible for employment benefits, such as paid holidays, sick leave, vacation credits, life insurance, medical insurance, or Industrial Disability Leave. In the event of a job-related injury or illness, student employees are covered by the University's Workers' Compensation policy for more information, contact the Workers' Compensation Specialist in Human Resources at 408-924-2250.

C. Human Resources Responsibilities

Human Resources will:

25. Provide the SPAR and other employment forms for student employees to complete. Verify eligibility to work and issue an SJSU Employment Authorization Card.
26. Provide each new student employee with a New Hire Packet. Inform the student that items contained in the New Hire Packet should be reviewed before the department orientation. Items distributed in the New Hire Packet are listed on the attached *Student Assistant Orientation Checklist*.
27. Enter appointment into the PeopleSoft Human Resources database.
28. Enter or process hours worked into the payroll system on a monthly basis.
29. Release paychecks to the Human Resources Front Desk for distribution to department contacts.

III. SEPARATING A STUDENT EMPLOYEE

A. Former Student Employees

If a student employee no longer works in the department and the name still appears on the *Student Attendance Report*, submit an employee profile to Personnel Services to inactivate the record.

B. Resignation

If a student employee resigns without giving two week's notice and does not wish to receive his/her paycheck before the regular student payday, the department may submit the student's time sheet through the standard payroll process. The student will then receive his/her paycheck on the regular student payday.

If a student employee resigns at the beginning of the month with two week's notice, and wishes to receive his/her final paycheck on the last day of work, departments should follow steps 1 through 3 outlined below in section **C. Non-Retention**.

For all student employee resignations, the appropriate manager/supervisor should ensure that all department keys or equipment the student employee may possess are returned, pass codes to telephones and computers are obtained, and unfinished assignments reviewed before the student leaves the workplace on the last day of work.

C. Non-Retention

Student employees are classified as temporary employees. As such, the appointment of a student employee may be ended at any time for departmental or organizational needs, lack of work, unsatisfactory performance, or other appropriate reasons. If a department decides to end a student employee appointment, the appropriate department manager must do the following:

1. Initiate the action to end the appointment by contacting Personnel Services least two weeks prior to the date the appointment is to end. This initial contact is to discuss the process and ensure appropriate steps are taken to end the appointment and comply with legal requirements.
2. Prepare and submit a PeopleSoft Employee Profile to Personnel Services in Human Resources at least two weeks prior to the date the appointment is to end. This lead-time is necessary to process the final paperwork and have the final paycheck ready for the student employee on the last day of work, as required by CSU Technical Letter HR2003-15. In the "Comments" section of the Employee Profile, indicate the last day the student employee actually worked. Attach a copy of the student attendance sheet (not the student time card) to the Employee Profile with the final hours worked by the student employee.
3. The final paycheck will be ready for the department to pick up the morning of the last date of employment noted on the employee profile. **If the paperwork for ending the appointment is not submitted correctly or timely, the final paycheck may not be ready and the last day of work may have to be adjusted accordingly.** Allow at least two weeks prior to the last date of work for processing of the final paperwork and preparation of the final paycheck.
4. If the department is ending a student appointment, on the last day of work the appropriate manager must inform the student employee in writing (use department stationary) that his/her appointment is being ended and present the final paycheck at the same time. The written notice should be short and simple, for example:

Date: (last day of work/date of separation)
From: (name and title of department manager/administrator)
To: (name of student employee)
Subject: End of Temporary Appointment

This notice is to inform you that your temporary employment as a
(Work Study Student Assistant / Student Assistant) will end on (date).

For all non-retention actions, the appropriate manager/supervisor should also ensure that all department keys or equipment the student employee may possess are returned, pass codes to telephones and computers are obtained, and unfinished assignments reviewed before the student leaves the workplace on the last day of work.

IV. NONRESIDENT ALIEN TAX STATUS

Effective March 2004, campuses are to use the "Student – Nonresident Alien Tax Status" classification code established by the Chancellor's Office in order to meet federal tax compliance requirements for students in a nonresident alien tax status. Please refer to Technical Letter HR/Salary 2004-02 for details and requirements.

V. ATTACHMENTS

- [Application for Student Assistant Position](#) (recommended)
- [Recommended Student Employee Salary Placement](#) (recommended)
- [Student Assistant Appointment Form](#) (required)
- [Student Assistant Orientation Checklist](#) (recommended)
- [Student Employee evaluation Form](#) (recommended)