



STUDENT ASSISTANT RESPONSIBILITIES AND STANDARDS

Employee Support Services ▪ One Washington Square ▪ San José, CA 95192-0046

408-924-2250

Welcome to San José State University! We are excited to have you on board, and we hope you will find your employment experience here challenging, exciting and rewarding.

The information provided herein is meant to acquaint you with the responsibilities and standards for student assistants at San José State University. It is important that you review and discuss this information with your hiring department to ensure a smooth transition into your new employment role.

PART I

RESPONSIBILITIES: Student Assistants, as well as Instructional Student Assistants, Graduate Assistants, and Teaching Associates at San José State University are responsible for understanding and following every step in the check list below.

- ✓ Each student must retain a valid SJSU Employment Verification Card (EVC) throughout his/her employment with the University as verification of work eligibility.
- ✓ On or before your first day of employment, discuss all conditions of employment with your hiring department, such as job duties, work schedule, wages, breaks, meal periods, and protocol for calling in late/sick.
- ✓ Adhere to all University and department policies and procedures as outlined by University Personnel and the hiring department.
- ✓ Review the payroll calendar for pay dates. Inquire with your hiring department on how paychecks are distributed.
- ✓ Hourly employees (Student Assistants and Instructional Student Assistants) are required to submit their hours monthly. Please check with your hiring department on the procedure to follow. If you do not submit your hours in a timely fashion, your paycheck may be delayed.
- ✓ Student Assistants may work up to, but not in excess of, 20 hours per week during regular academic periods, and up to 40 per week when classes are not in session. If a student assistant works for more than one department, it is the responsibility of the student to monitor and limit work hours in all departments to 20 hours per week. Students are not allowed to work overtime.
- ✓ To change your name or withholding allowances, immediately go to University Personnel (3rd floor of the UPD building) to fill out the appropriate form.
- ✓ To change your address, please log in to one.sjsu.edu.
- ✓ Student Assistants are exempt from Social Security and Medicare (FICA) coverage pursuant to IRS Code Section 3121(b) (10) and the DPA PST (Part – Time, Seasonal, and Temporary Employee Retirement Program) plan. In



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the event of a job-related injury or illness, students are covered by the University's Workers' Compensation Policy.

- ✓ Instructional Student Assistants, Graduate Assistants, and Teaching Associates are appointed positions covered by Unit 11 Collective Bargaining Agreement (UAW). The Unit 11 Collective Bargaining Agreement may be reviewed and discussed with your hiring department or with the office of University Personnel - Faculty Affairs.

PART II

STANDARDS: Student Assistants, as well as Instructional Student Assistants, Graduate Assistants and Teaching Associates at San José State University are expected to observe and adhere to the following standards and expectations throughout the course of their employment.

1. Represent the University, affirming and promoting a positive public image.
2. Acknowledge, respect, and value each individual.
3. Act professionally and work cooperatively as a member of your department. Be meaningfully engaged in your work.
4. Keep commitments and demonstrate flexibility regarding changes.
5. Refrain from initiating, and engaging in, negative discussions that undermine your well-being or that of the department.
6. Recognize that quality service is important. Apply the highest standard of excellence to the delivery of service.
7. Take direction from supervisor.
8. Communicate with supervisor and co-workers and ask questions when necessary. Notify supervisor if deadline(s) cannot be met.
9. Dress appropriately for the work assignment.
10. Adhere to department safety regulations and policies. Be responsible with University equipment, property, and funds.



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PART III

RESOURCES: The list below is provided for your reference. These resources can be located on the SJSU University Personnel website. To view and print these pages, go to www.sjsu.edu/up.

Holiday Calendar	All Employees
Master Payroll Calendar	Faculty / Staff / Teaching Associates / Graduate Assistants
Student Payroll Calendar	Student Assistants
Instructional Student Assistant Payroll Calendar	Instructional Student Assistants
Time Entry – For Student Employees	Instructional Student Assistants / Student Assistants
Workers' Compensation Benefit Information	All Employees

To print calendars:

- On the UP website, click on the **Resources** tab near the top right-hand side of the page.
- Click on the **Calendars** link.
- Select the preferred calendar to view and print.

To print the Time Entry for Student Employees:

- At the UP Website, click on the **Student Employees** tab near the top of the page.
- On the following page, click on the **Time Entry and Pay** link.
- Select the **Time Entry Guide for Students** to view and print.

To print Workers' Compensation Benefit Info:

- At the UP Website, click on the **Forms & Policies** tab near the top of the page.
- On the next page scroll down and click on the **Workers' Compensation** link.
- Click on the **Workers' Compensation Benefit Information** link to view and print.

University Personnel is here to support you. You can call us anytime at 408-924-2250.

Best Regards,

University Personnel Department