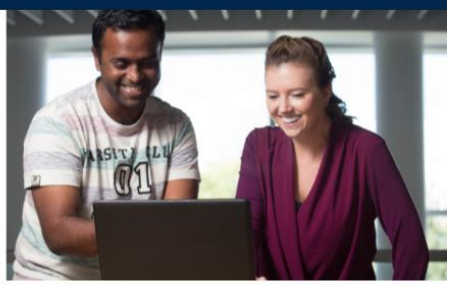
EMPLOYER'S GUIDE FOR ON-CAMPUS STUDENT EMPLOYMENT



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CALIFORNIA STATE UNIVERSITY
FULLERTON
HUMAN RESOURCES,
DIVERSITY & INCLUSION

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CSUF

ROLES AND RESPONSIBILITIES

On-campus Student Employee positions offer students the ability to explore various campus work environments according to their personal preferences and capabilities. While working, student employees gain valuable knowledge regarding the culture of the workplace such as attendance, punctuality, teamwork, effective communication, and customer service skills.

This Employer's Manual is a reference for on-campus student employment supervisors. It contains general policies and procedures that govern on-campus student employment for regular, Work-Study, and International Student Assistants. The term "Student Employee" in this document refers to student classifications - Student Assistants, Non U.S. Citizen Student Assistants, and Federal Work-Study Student Assistants, unless otherwise noted.

Information for hiring Graduate Assistants, Teaching Associates, and Instructional Student Assistants can be found on the Academic Appointments website under the title "Unit 11" at http://hr.fullerton.edu/employmentsrvcs/AcademicAppointments.php .

Hiring Manager/Supervisor Responsibilities

It is the responsibility of the hiring managers and supervisors to provide support, guidance, a secure setting for growth, and an orientation to the workplace for the Student Employee. Keep in mind this job may be a student's first professional work environment. Efforts should be made to:

Initially:

- Provide, review and sign off on the New Student Employee Checklist with your student (Appendix B).
- Provide the student a written list of the duties and responsibilities for the position and thoroughly explain each, making sure the student understands the expectations of the position.
- Provide explicit examples of how to perform each task.

- Monitor initial execution of assignments to ensure students are performing as anticipated.
- Clearly explain what is expected of them regarding confidentiality and customer service.
- Orient the student in detail to his or her role in the department and explain the standards of behavior expected of employees.
- Provide an overview and ensure that the student comply and complete Confidentiality, IT Security Awareness Training, General Safety, and Sexual Harassment Prevention policies and training.

Ongoing:

- Set a positive example for Student Assistants.
- Monitor the award balances of Work-Study students under their supervision.
- Employers are responsible for verifying enrollment in the Spring semester and subsequent semester (if applicable).
- Be diligent about checking academic standing of student assistants.
- Evaluate Student Assistants on a regular basis to determine basis for salary merit increase.
- Ensure student employees comply with FERPA Policy. Keep lines of communication open, clear, and constructive.
- Ensure students do not work during scheduled class times.
- Ensure adequate supervision of student work.
- Treat student employees in accordance with their rights, which are the same as those of all employees as defined by applicable state, federal, and University regulations.
- Provide a workspace that is free from hazards.
- Ensure student employees are performing the tasks defined in their job descriptions.
- Verify the accuracy of Student Assistant time entry.
- Ensure student employees take a half-hour (minimum) unpaid break if working six or more continuous hours.

STUDENT EMPLOYMENT ELIGIBILITY

Eligibility Requirements

It is the employing department's responsibility to verify the student's eligibility status each term. Please use this guide to determine if your student is eligible to work as a Student Assistant.

Eligibility Requirements as follows:

- Current student at CSUF and is enrolled/registered (fees paid) in a current regular semester as a new or continuing student.
- Student who has completed the prior semester (has not graduated), or who is registered for the subsequent semester.
- In good academic standing (not on academic probation, continued probation, academic dismissal).
- Student who is authorized to work in the United States and can provide employment eligibility documents.

Enrollment Requirement

Student Assistants (1870):

- Undergraduate students must be enrolled in a minimum of 6.0 units.
- Graduate students must be enrolled in a minimum of 4.0 units.
- Extended University units and/or units from enrollment at another California State University campus may be included to meet the minimum unit requirement.

Alternate Student Assistants (1874):

- Undergraduate students must be enrolled in 1- 5 units.
- Graduate students must be enrolled in 1-3 units.
- During summer term, students must have been enrolled as at least a half-time student (6.0 units or more) during the previous academic term and registered for the subsequent academic term.
- Students Assistants that have graduated may be allowed to work one term immediately following graduation, up until the day before the next term starts, as an Alternate Student Assistant. A student graduating in Spring may work during the summer term. A student graduating in Fall may work the Winter Intersession and the Spring semester. A student graduating in Summer may work during the Fall term.

Federal Work-Study Student Assistant (1871/1875 and 1872/1876, On-Campus and Off-Campus)*:* This category of employment can be paired with any of the positions listed before (Student Assistant, Alternate Student Assistant).

- Students employed through the Federal Work Study Program must be enrolled in a minimum of 6 units (undergraduate) or 4 units (graduate) and must not be on academic probation.

- Upon graduation, students are eligible to work as a student employee until the last official day of the semester of graduation (i.e. if the student graduates in the fall, the last day of employment would be the last official day of the fall semester, and for spring, the last official day for the spring semester).
- Federal Work Study students may not work on-campus as a student employee once they have graduated from the University
- Additional information can be found at http://www.fullerton.edu/financialaid/award/fws.php

Non-U. S. Citizen Student Assistants (1868/1869):

In most cases, international students can be employed on-campus. For employment purposes, "International Student" means a student who holds an F-1 or J-1 non-immigrant visa, is enrolled full-time, and meets all other requirements of their visa status.

- Full time enrollment is generally regarded as 12 units for undergraduates and 9 units for graduate students.
- Work hours are strictly limited to 20 hours per week during regular semester class sessions. Additional details are available at http://www.fullerton.edu/international/employment/

If there is concern regarding a student's eligibility for on-campus employment, the Office of International Programs will work with the Student Employment Program Specialist to make a final determination. The Office of International Programs is responsible for verifying an international student's immigration status with Homeland Security agencies as mandated by the Federal government. For more information and questions regarding federal and state payroll tax withholdings, international students can schedule time to meet with the Tax Compliance Manager on campus by calling 657-278-5671. International Students that are eligible for employment on campus are hired as classification 1868 Non- U.S. Citizen Student Assistant.

For additional information regarding Non-U.S. Citizen Student Assistants, please see Section 9.

Exceptions

- Students with Disabilities - The unit requirement may be waived for Student Assistants with disabilities.
- International Students (F-1 and J-1 status) - International students are not allowed to work more than 20 hours per week while school is in session. When school is not in session, students may work up to a maximum of 40 hours per week.
- Alternate Student Assistants - In addition to federal and state withholding tax deductions, earnings are subject to a 7.5% Department of Personnel Administration (DPA) Part-time, Seasonal, Temporary (PST) retirement plan deduction and a 1.45% Medicare tax deduction.
- Extended Education Students - Students enrolled in Extended Education classes are eligible for employment on campus as an 1874 classification only, whether a part-time or full-time student.

Student Assistant Classifications

When hiring a student in CMS, it is important to properly classify the student employee. Incorrectly classifying a student employee may jeopardize the student being paid on time.

JOB CODES USED DURING THE ACADEMIC YEAR	JOB CODES TO REHIRE STUDENTS IN THE SUMMER	Classification	ALL STUDENTS MAY WORK NO MORE THAN 20 HOURS PER WEEK WHEN CLASSES ARE IN SESSION AND NO MORE THAN 40 HOURS PER WEEK WHEN SCHOOL IS NOT IN SESSION. ELIGIBILITY REQUIREMENTS	ADDITIONAL INFORMATION
1870	1874	Student Assistant	Must be enrolled in at least 6 units	Earnings are exempt from retirement and Medicare tax.
1871	1875	Work-Study Student (On-Campus)	Must have applied and received Federal Work-Study as a part of their financial aid award; must be approved by Financial Aid; must maintain a minimum enrollment of six (6) units	Earnings are exempt from retirement and Medicare tax.
1872	1876	Work-Study Student (Off-Campus)	Must have applied and received Federal Work-Study as a part of their financial aid award; must be approved by Financial Aid; must maintain a minimum enrollment of six (6) units	Earnings are exempt from retirement and Medicare tax.
1874	1874	Alternate Student Assistant	Must be enrolled in less than 6 units during the academic year or must be enrolled in the spring and continuing in the fall semester or must be enrolled in the upcoming fall semester or must be enrolled in the summer.	Earnings are subject to retirement and Medicare tax.
	1875 For summer use only	Alternate Federal Work-Study Student (On-Campus)	Must have a FWS allocation; be newly admitted for fall or a continuing student, continuing enrollment in the fall semester. Summer enrollment is not required but must be approved by Financial Aid (this job code used only in the summer). Students hired as an 1871 during the academic year must be hired under this classification if working in the summer.	Earnings are subject to retirement and Medicare tax.
	1876 For summer use only	Alternate Federal Work-Study Student (Off-Campus)	Must have a FWS allocation; be newly admitted for fall or a continuing student continuing enrollment in the fall semester. Summer enrollment is not required but must be approved by Financial Aid (this job code used only in the summer). Students hired as an 1872 during the academic year must be hired under this classification if working in the summer.	Earnings are subject to retirement and Medicare tax.
1868	1868	Non-U. S. Citizen Student Assistant	Undergraduate students must be enrolled in a minimum of 12 units. Graduate students must be enrolled in a minimum of 9 units.	Based on the student's tax status, earnings may or may not be subject to retirement and Medicare tax. Students on an F-1 Visa are generally hired in this classification, unless their job duties include instruction, grading or tutoring then they must be hired as an 1150.
1869	1869	Non-U. S. Citizen Resident Advisor Student Assistant	Undergraduate students must be enrolled in a minimum of 12 units. Graduate students must be enrolled in a minimum of 9 units. *Utilized by the Housing Department Only*	Based on the student's tax status, earnings may or may not be subject to retirement and Medicare tax. Students on an F-1 Visa are generally hired in this classification, unless their job duties include instruction, grading or tutoring then they must be hired as an 1150.

CSU Requirements (Including IRS and CA FTB)

The following are CSU regulations regarding student employment. The Internal Revenue Service (IRS) and California Franchise Tax Board (FTB) regulations and requirements are included below when applicable.

Full-time Students

- Enrolled in 6.0 units or more during each semester (academic year) of employment.
- Classification will need to be a student employee and not work more than 20 hours per week during the academic year.
- Are exempt from deductions for retirement, Social Security and Medicare (FICA taxes) during the academic year.

Part-time students

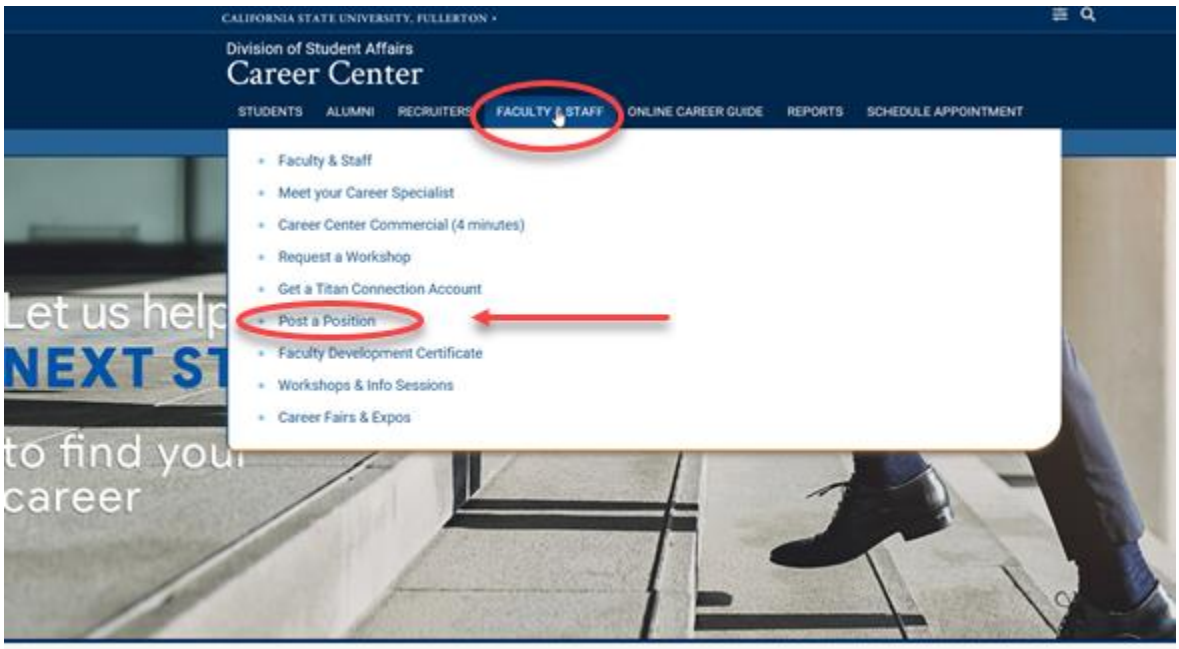
- Enrolled in less than 6.0 units during each semester (academic year) of employment.
- Not exempt from FICA taxes or payroll deductions.
- Part-time student employees are hired as 1874 class code during the academic year. CSU policy permits students covered under the FICA exemption to work in a part time capacity, up to, but not to exceed 20 hours per week during periods when classes are in session (academic year).

RECRUITING A STUDENT ASSISTANT

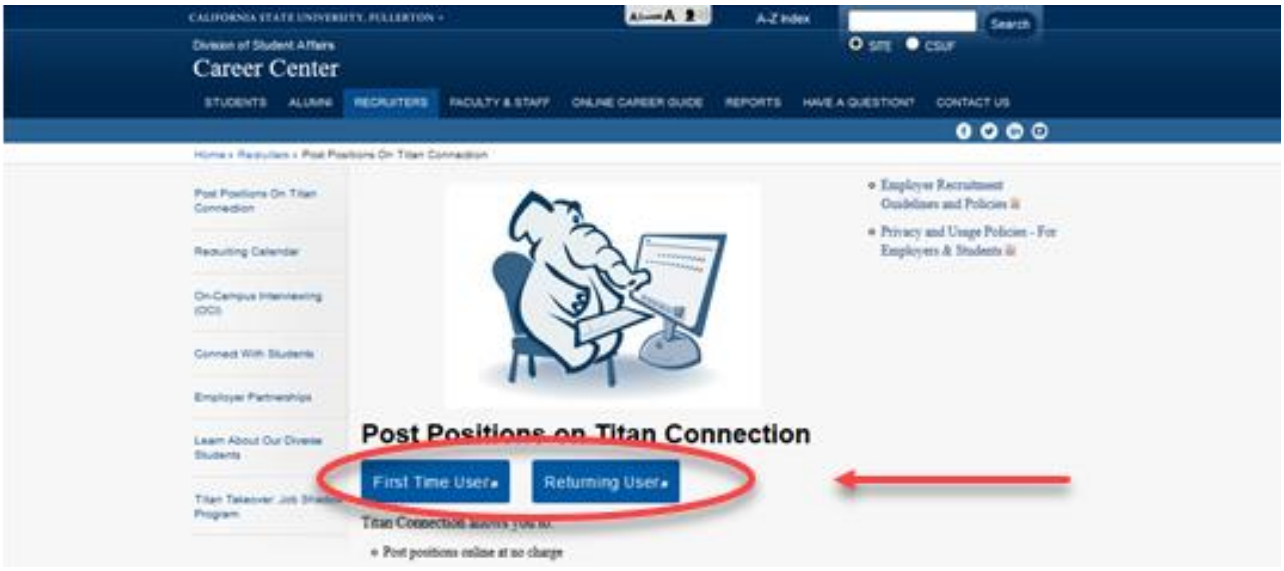
Posting On-Campus Jobs

Student positions are posted on the Titan Connection, which is coordinated by the CSU Fullerton Career Center. To post a position, please go to this website: http://www.fullerton.edu/career/ . *Please note that if a department is posting a Federal Work-Study Student Assistant position, the position description is required to be sent to Marcia Starcher of Federal Work-Study in Financial Aid using the template found here:* *http://hr.fullerton.edu/documents/employmentsrvcs/FWS%20PD%20Template.pdf* .

Select the "Faculty & Staff" tab on the page, and then click on "Post a Position"



Choose either “First Time User” or “Returning User” to post a position on your account.



First Time User:
Complete profile information to set up the account. Use “CAL STATE FULLERTON” as your organization name. Use your department name for division. Click Submit.

Returning User:
Sign in, and select “Create Job Posting”

Needed Information for Posting a Job
Prior to posting a position, make sure to have the following information prepared:

- **Position Type** – Select either Student Assistant, Federal Work-Study (if this is the only type of student you are interested in recruiting) or select both.
- **Title** – Samples titles you may want to use: Administrative Budget Assistant, Administrative Assistant, Student Services Liaison (I, II, III, IV), Information Specialist, Clerical Assistant, Student Employee (I, II, III, IV)
- **Resume Receipt** – Choose how resumes will be collected for this position. Employers can select one, two, or all options.

    1. E-mail – Resumes will be directed to one e-mail address.
    2. Accumulate Online – Resumes will remain within the Titan Connection website. To retrieve the resumes, hiring coordinators must log into the Simplicity system and retrieve the resumes either individually, or by batching selected candidates.
    3. Other – An employer can add Information regarding the submission of a resume/application in this section. Items that can be entered include a URL for candidates to visit and apply, phone/fax number, address to mail an application, or multiple e-mail addresses to submit applications.

- **Job Description** – Use job duties when preparing the job description as in the samples below. Please note that if the position requires a background check, this must be communicated in the

job posting. **To determine if the position requires a background check, please see Section 5; Pay Rates, Position Offers and Background Checks.**

> Under the general supervision of the Office Manager, the student employee, in conjunction with the receptionist, will be responsible for greeting guests, answering telephones (multi-lines), assisting callers, taking and distributing messages. Stocking office machines with appropriate supplies (copiers, fax machine). Assist with scheduling the conference room and printing daily calendars for administrators. The student assistant will be responsible for campus mail deliveries, maintaining databases for the division. Checking out/in materials from the Office Library and equipment. Assists with receipt and distribution of office supplies. Responsible for neatness of office lobby, workroom and kitchen area. Provides clerical support for special projects and events. The student employee will perform various tasks related to financial data, bookkeeping and database management. This position will also perform clerical duties that include light typing, filing, delivering mail, and answering the telephone.

- **E-mail Address** – The email address you would like the resumes sent to (if applicable).
- **Posting Date** – The date you want the job posted on the Titan Connection.
- **Expiration Date** – The last day you want the position to be posted.
- **GPA** – The minimum GPA required of the student applicant.
- **Desired Graduation Range Start and End Dates** – To be used in conjunction with the Class level. This option will allow you to determine how long the student employee will potentially be available to work prior to graduation.
- **Class Level** – Select Freshman, Sophomore, Junior, or Senior
- **Desired Majors** – Is there a major that may pertain to the position being posted.
- **Salary** – Select a starting salary. Make sure that it falls within the appropriate salary range.
- **Location** – Put “on-campus” under the city.
- **Position Schedule** – “Work around class schedule” or the specific times you are looking for can be utilized.

When complete, the posting is submitted for approval. Career Center staff review Student Employment postings and will follow up with employers if there are any issues.

For further support with Titan Connection, please contact the Career Center at x3121 or by e-mail at careercenter@fullerton.edu.

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FINDING THE RIGHT STUDENT ASSISTANT FOR THE JOB

Job Search Procedure for Students

Students seeking on-campus employment search for available jobs on Titan Connection. When the students find an available position that they feel qualified for, they submit their resume to the employer as instructed on the job listing. The hiring department reviews the resumes that are submitted, and schedules interviews.

Interviewing Student Employees

Every office may have its own process for interviewing students. When interviewing a student for the position, it is important to remember to only ask questions that are job related. It is permissible to ask questions about job qualifications and experience, but it is not permissible to ask personal questions such as age, family background, etc. Interviews may be conducted in:

- A group setting
- A one-on-one setting

Questions to ask:

- What attracted you to this position?
- “Are you authorized to work in the US?”
- “Are you 18 years of age or older?”
- Tell me a little about your past work experience.
- What do you feel are your greatest strengths?
- What areas do you feel you could improve on?

- How comfortable are you with computers? What software programs do you know?
- Do you consider yourself to be a punctual person?

General question topics to avoid:

- Age/Height/Weight
- Arrest Record
- Clubs/Organizations
- Citizenship
- Disability
- Driver's License (unless required for the position and included in the job description)
- Ethnicity/Race
- Finances
- Lifestyle
- Marital Status
- Religion
- Union Affiliation
- Veterans Status

Federal Work-Study Job Postings

If a department is only searching for Federal Work-Study candidates, the department can send a list of candidates (names and CWID's) they receive from Titan Connection to Marcia Starcher of Federal Work-Study in Financial Aid. Marcia will cross-reference the candidate list with her Federal Work-Study award list of students, and the department can ensure that they are only interviewing Federal Work-Study eligible students.

PAY RATES, POSITION OFFERS AND BACKGROUND CHECKS

Starting Pay Rates

All pay rates must fall within the position salary range. To find the salary range for student employees, please visit the following website https://www.calstate.edu/hradm/salaryschedule/salary.aspx and enter the job code. The rate will need to be approved by the appropriate administrator for your department when signing the confirmation ticket (Section 6). Initial appointments normally do not exceed the mid-point of the range.

Conditional Offer

After choosing a candidate for the position, hiring coordinators will make a **conditional offer** of the position to them. The offer is conditional due to the need to ensure eligibility of the following:

- Unit/academic standing check
- Background check clearance (if necessary)
- Financial Aid approval (if a Federal Work-Study student)

Background Check

Once the student accepts the conditional offer, hiring coordinators will determine eligibility, and if a background check is necessary for the position. Background checks are required of applicants and university employees to help protect the campus community and its assets, as well as to maintain data security. The need to investigate an applicant or employee must be balanced with the need to protect the privacy of the applicant or employee. Background checks, which may include checks of employment records, social security records, workers' compensation claims, criminal records, civil records, credit reports, motor vehicle records, and sex offender registries, may be initiated as a part of the selection process. Identified staff are subject to background check as part of the hiring process. The department must ensure that the need for a background check be articulated during the hiring process and reflected in the position description and job announcement.

Student Assistant positions, whose responsibilities include any of the following elements, may be subject to the background check process.

- Responsibility for the care, safety and security of people, including children and minors, or animals.
- Direct access to, or control over, cash, checks, credit cards, and/or credit card account information.
- Authority to commit financial resources of the university through contracts greater than $10,000.
- Access to, or control on a regular basis of amounts greater than $10,000 in cash, checks, credit cards, and/or credit card account information
- Control over campus business processes, either through functional roles or system security access.
- Access to detailed personally identifiable information about students, faculty, staff or alumni, which might enable identity theft.
- Access to controlled or hazardous substances.

- Possession of building master or sub-master keys for building access, or unsupervised access to CSU property.
- Access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni as defined in CSU Information Security Standards
- Control over campus business processes, either through functional roles or system security access
- Responsibilities that require the employee to possess a license, degree, credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment in a particular occupation or position.
- Responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

To check if a background check is needed, please answer the following 13 questions as they relate to this position.

In this role, will the student:

1. Serve as a sworn University Police Officer, cadet, or dispatcher?
2. Have regular or direct contact with minor children, including at CSUF-hosted camps?
3. Have access to stored criminal offender information?
4. Have access to patients, drugs or medications?
5. Be responsible for the care, safety and security of people, animals and/or CSUF property?
6. Have authority to commit financial resources of CSUF through contracts greater than $10,000?
7. Have access to or control over cash, checks, credit cards or credit card information?
8. Have access to or possession of building master or sub-master keys?
9. Have access to hazardous or controlled substances?
10. Have access to or responsibility for Level 1 data or other protected, private or sensitive information? (Level 1 data is “Confidential Information” that include but are not limited to: PINs (Personal Information Numbers), tax IDs with name, Social Security Number and name, health insurance information, biometric information, criminal background check results, electronic or digitized signatures, and private keys)
11. Sensitive position? (Sensitive Positions are designated by the CSU requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, or property, or heightened risk of financial loss. A sensitive position if you have access to: Social Security Numbers (SSN), employment data, specialized equipment, contact with minors, student records, cash, master keys, health records, pharmaceuticals, vehicles, specialized machinery, hazardous materials or other sensitive data.)
12. Control over campus business processes, through either financial roles or security access?
13. Operate vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness or death?

If the answer to any of these questions is yes, a background check is required for the student. To initiate a background check, utilize the HRDI Background Check Portal. Access the portal by visiting the HRDI website https://hr.fullerton.edu/BCRequest/.

Navigate to the following Employment Services ➔Recruitment➔ Background Check Request.

Coordinators will utilize their campus username and password to access the background notification system. Hiring coordinators will answer all questions that follow regarding the position. Key information that will also be asked is:

- Name of Hiring Manager/Supervisor
- Department Funding this Recruitment
- Person to notify
- Has this individual been employed by the CSU previously?
- Will this candidate come to campus University Police to complete the required fingerprinting?
- Reason for hire

The system will notify of any background checks the coordinator needs to complete. The following are the only possible options for background checks:

1. Perform an Accurate Background check only
2. Perform a Livescan and Accurate Background check
3. Do not perform any background check (this is only if all answers are "No")

The HRDI Background Check Portal will indicate which type of background check is necessary.

Accurate Background

- The Student Employment Specialist, utilizing the information provided by the hiring department, will initiate Accurate Background checks.
- Updates will be sent to the person who entered the student's information into the HRDI Background Check Portal, as well as any "persons to notify" entered.

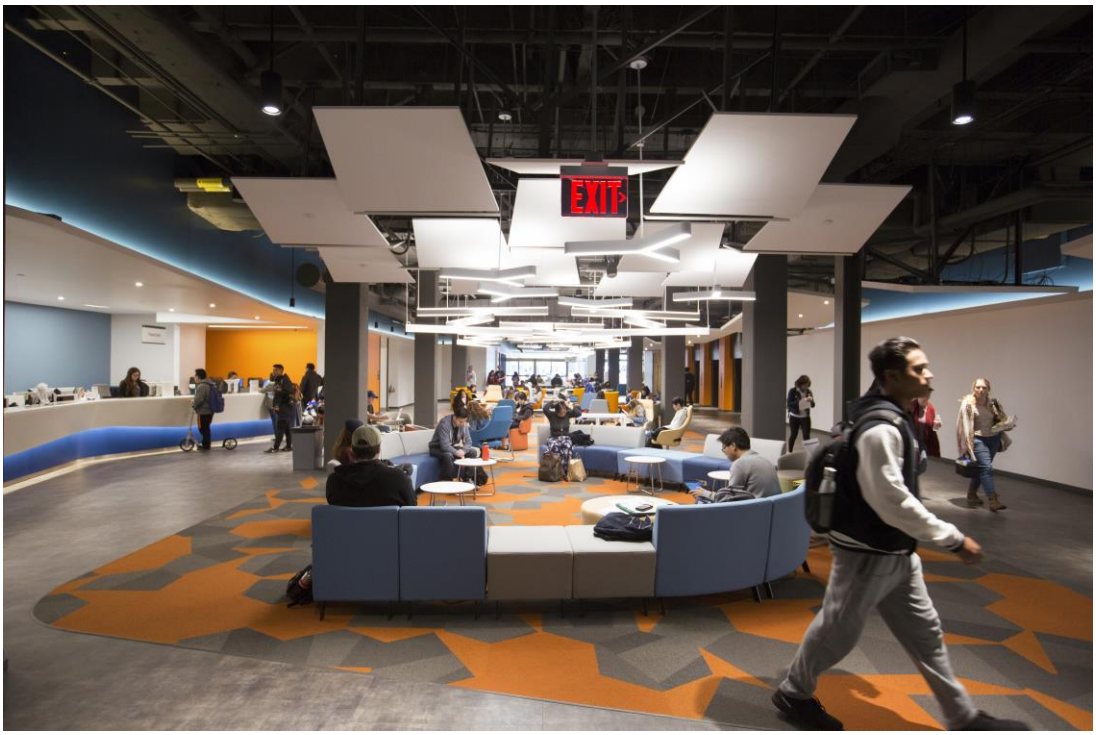
Livescan Fingerprinting

- Livescan background checks will produce a Livescan form, which is e-mailed to the staff member entering information into the HRDI Background Check Portal. The Livescan form is given to the student, and they are sent to the University Police Department. The student will take this form, and their state ID or Driver's License.
- Contact the University Police Finance department at extension 4814 to set-up a billing account. The cost for a Livescan will be billed to the department. The Livescan will check candidate fingerprints within the Department of Justice (DOJ), and the FBI national record.
- For reporting purposes, please be as descriptive as possible when adding a position title to the Livescan form (include the words Student Assistant, volunteer, staff, faculty when appropriate).
- Once the transaction is received by the DOJ, the fingerprint images are used to automatically search against all other fingerprint images in the fingerprint database. If there are no fingerprints matching the applicant's fingerprints, the transaction is generally processed electronically without technician intervention within 48 to 72 hours per DOJ.
- HRDI will communicate all clearances to the hiring departments and will communicate non-clearance to both the candidate and department.
- If you have any questions regarding the background check process, please contact Chris Reyes at chrreyes@fullerton.edu or at ext. 4805.

Once the background check is complete, the hiring coordinator can check that all eligibility requirements are met before continuing the hire process.

Final offer of the position

If the candidate meets all eligibility requirements, a final offer can be made to the candidate.


EXIT

CMS ACCESS AND CONFIRMATION TICKETS

CMS Access and Confirmation Tickets

Once the final offer is accepted, the position/student's information needs to be entered the CMS to produce a confirmation ticket. To gain or modify access to CMS, a Human Resources Access Request Form (ARF) will need to be completed. If you have any questions when filling out the ARF, please email CMS Security at cmssecurity@fullerton.edu.

This confirmation ticket must be produced to continue with the hiring process. Instructions for creating a confirmation ticket can be found here:

http://www.fullerton.edu/ittraining/peoplesoft/HR/user_guides/sw/01_student_worker_hire_8.9.pdf.

Once the student has been entered into CMS, a confirmation ticket will be sent via e-mail to the person who created the confirmation ticket. Print the ticket, confirm that all the information is correct, obtain the department head signature, and send the original ticket to Payroll. If you are hiring a Federal Work-Study student, you will need to send the original confirmation ticket to Federal Work-Study in Financial Aid. Federal Work-Study will review and approve the position description, the salary, and the award amount. To assist with expediting this approval process, the position description, and salary should be sent to Federal Work-Study prior to hiring a student. Once Federal Work-Study reviews the information, you will receive an e-mail confirming that the student has been approved or not approved for Work-Study (this does not constitute approval to begin work if the student needs to sign in with Payroll).

If the student has not worked for the campus in the past, or if the student has had a break in employment for one year or more, the student will need to visit Payroll Services to sign in prior to the first day of employment. The student will need to bring a copy of the confirmation ticket, and documents required for I-9 completion (a list of acceptable documents can be found at https://www.uscis.gov/i-9.

PLEASE BE AWARE THAT A STUDENT CANNOT WORK UNTIL THE INDIVIDUAL IS FIRST APPROVED BY PAYROLL.

Once a new student employee visits Payroll and signs all the required documentation (i.e. Confidentiality Agreement, I-9, and CSU Student Payroll Action Request [SPAR], etc.) an e-mail confirmation will be sent informing the employer that the student has been cleared to work. If Payroll needs more information, you will receive an e-mail requesting that the student return to Payroll. Students must not begin work until the e-mail notification is received from Payroll.

If the student is a re-hire (and may have worked in another department before), a confirmation e-mail will not be sent from Payroll. To check the student's status, view the Student Worker Job Roster. This roster can be accessed within the CMS. Navigate to Main Menu → CSUF HR → Student Worker Job Roster and enter the department code. Find the student on this roster and look under the column labeled "Payroll Approved." If the student has a yes in this column, they are approved to begin working by Payroll.

To avoid processing/hiring delays, please provide students with a list of acceptable documents which can be found on the back of the I-9 document, or at https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents.

If you discover incorrect information has been entered into CMS (e.g., rate of pay, CMS position number, etc.), please submit a confirmation ticket with the corrections noted, have the appropriate administrator sign the confirmation ticket and initial the changes, and submit it to Payroll for processing.

Changes to Student Status –
Any changes to the student status (i.e., salary/position changes, concurrent appointments) must be submitted in CMS prior to the Rapid Time Entry in order for the information to be available prior to processing the timesheet.
Legal Names - Please have the student use the name that is entered in CMS when completing time sheets. The student will also need to sign the time sheet with the same name in CMS and not a nickname or alias.

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STUDENT ORIENTATION

Preparing for a New Student Employee

Checklists have been provided by HRDI to support departments in preparing for new student employees. The Department Student Employee Preparation Checklist (Appendix A) is intended to be utilized by the department to track the progress of the student employment process. The New Student Employee Checklist (Appendix B) serves as a resource for departments to deliver an orientation to their Student Assistants. This Checklist is an outline of topics and activities that should be included during the student employee's first day/week. A benefit to this checklist, is that after the information is reviewed with the Student Assistant, the department should ask the student to sign the form to acknowledge that they are aware of foundational polices/procedures and expectations.

Orientation for Student Employees

A detailed orientation to the workplace is an important step in training and developing student employees. If conducted properly, the orientation will provide each student employee with the tools to contribute greatly to the University. Managers are strongly encouraged to review the confidentiality department policy with the student on their first day.
Below are the guidelines to assist you in communicating expectations and goals with students during orientation:

1. Go Through the New Student Employee Checklist (Appendix B).
2. Provide the student a written list of the duties and responsibilities for the position and thoroughly explain each, making sure the student understands the expectations of the position.
3. Create a list of skills the employee should learn during the first few weeks of work. This list should be created based on the skill set the employee already has. Examples of topics you may want to cover include learning your office's general procedures, how to use the copier(s), how to use the phones and take effective phone messages, how to keep good files, and how to process forms and paperwork specific to your department.
4. Review with your student employee other topics such as those listed below:

    - Specific performance goals for the student.

- Discuss mutual expectations. Let the student know your expectations for the position and discuss the student's expectations. This is important because it will set the tone for your professional relationship. Your employees need to clearly understand your expectations.
- Scheduled work hours and attendance policy.
- Expectations for dress attire should also be reviewed. Attire should be appropriate for the environment, keeping in mind that the standards may not be the same for student employees as for full-time staff. Issues of safety, climate conditions, and job function will affect the dress expectations.
- How to track the specific number of hours worked each day and how to report time on the official timesheet (Note: Both the student and the budget authority certifying the timesheet should make sure the number of hours worked is accurately reported. The student needs to put the exact time [hours and minutes] worked instead of rounding to the nearest hour or estimating hours worked).
- When to submit time sheets, how the Payroll process works, and when and where the student should pick up their paycheck.

5. Give a history and overview of your department. This should include its mission and primary functions. Training in the areas listed below will be very helpful. Introduce the new student employee to the other members of the office.

    - Explain the various functions of the department.
    - Show the new student employee the physical layout of the department. This would include areas where the student employee will be working, where to safely store belongings during work hours, where breaks can be taken within the office space and where the nearest restrooms are located. Advise the student that they should not leave valuables unattended. The University is not responsible for the loss of personal items and workplace theft does occur.
    - When possible, give the new student employee relevant written CSU, campus, and department policies and materials. Documents that explain the functions of your department, in detail, such as program descriptions, schedules, bulletins, and other descriptive materials are very helpful.
    - Sometime after the orientation period, it is a good idea to follow-up with the student to see if he/she needs any help or clarification of the responsibilities of the job.

6. Ensure that the student can perform mandatory trainings provided through the Employee Training Center during work hours.

Course Description	Estimated Time	Frequency
EDU: Eliminate Campus Sexual Misconduct (CSU)	30 minutes	Every year
Data Security & Privacy	30 minutes	Every year
CSU: Preventing Discrimination and Harassment for Non-Supervisors	30 minutes	Every year
Campus Health and Safety Requirements - Online	40 minutes	Every 5 years
Defensive Driver Training- Online	45 minutes	Every 4 years

REPORTING TIME WORKED

Time Keeping and Attendance

Time Sheets and Timekeeping Policies - The exact number of time (hours and minutes) worked each day must be tracked and reported on the official timesheet. The student may use the timesheet found in My WorkPlace on Titan Online. Departments may allow their students to enter the time themselves while others may want to fill out the timesheets for the students. Either way an office chooses to handle time sheets, care should be taken to make certain the student and the staff member understands the importance of accurately reporting hours worked.

For more information on utilizing Rapid Time Entry, please see: http://www.fullerton.edu/ittraining/peoplesoft/HR/user_guides/sw/BPG-Student_Worker_Time_Entry.pdf.

Process for Entering a Student Employee's Time Sheet

When it is time to process hours worked for student employees, an e-mail will be sent from Payroll informing the timekeeper that Rapid Time Entry is open. It is during this time that the student's time sheets will be submitted to the departmental Student Employee Payroll coordinator. The coordinator will have a short time to enter the hours worked in Rapid Time Entry. Once Rapid Time Entry closes, the CD048 will be ready for printing. The coordinator should print it, verify the correct hours and salary were entered, obtain the necessary signatures, and send it to Payroll attached to the student's timesheets. This should all be completed by Payroll's posted due date.

It is important that these are processed in a timely manner or your student employee's pay will be delayed.

Please note: When entering student's time worked on the CD048 form, please make sure to enter the time that appears next to the line that says, "Total Decimal Hours to Transfer to Form CD048."

Paydays - Student Employee paydays are the 15th of each month for hours worked during the previous month. If the 15th falls on a weekend day or a holiday, payday will be the working day prior to the 15th.

Separations - Students who resign prior to the end of their appointment must be paid immediately. Please key the separation in CMS and submit the Confirmation Ticket and the timesheet to Payroll on their last day. Hours worked must not be submitted through the Rapid Time Entry.

Breaks and Meal Periods - By law any employee, including student employees, who works a consecutive 4 hours is allowed a 15-minute break with pay. Any student employee who works more than 6 consecutive hours must take a minimum 30-minute lunch break without pay. If a student employee works a full eight-hour day, they are entitled to two separate 15-minute breaks with pay and a 30-minute unpaid lunch break. Breaks may not be taken at the beginning or end of a work period and are not cumulative. The supervisor determines when breaks are to be taken.

Attendance Guidelines - These are guidelines and should be applied or adjusted as appropriate to your office's needs.

- All student employees are expected to report to work in accordance with their established work schedule.
- If a student is unable to report to work or will be arriving more than ten minutes late to work, the student should notify the supervisor in advance.
- Prior approval is expected for all absences except in an emergency. Under these circumstances, the student employee is to contact the supervisor as soon as possible.
- Student employees are expected to work their shifts as scheduled. Leaving a shift early, without a supervisor's permission, is the same as an unexcused absence.

The following are examples of approved absences: illness, medical appointment, death in the family, emergency situation, religious observance, vacations, and academic activity.

Student employees may be subject to disciplinary action for an unexcused absence, up to and including termination. At the discretion of the supervisor, an absence of two consecutive workdays without approval can be considered a voluntary resignation. This negligence may cause the student employee not to be recommended for rehire.

Vacations and Holidays - A student employee is not eligible for paid vacations or holidays.

Sick Leave and Unemployment Compensation - Student employees are not entitled to sick leave pay or unemployment compensation.

INTERNATIONAL STUDENTS

Employment Requirements

In most cases, international students can be employed on-campus. For employment purposes, "International Student" means a student who holds an F-1 or J-1 non-immigrant visa, is enrolled full-time, and meets all other requirements of his/her visa status.

- Full time enrollment is generally regarded as 12 units for undergraduates and 9 units for graduate students.
- Work hours are strictly limited to 20 hours per week during regular semester class sessions. Additional details are available at http://www.fullerton.edu/international/employment/.

Social Security Number

Non-U.S. Citizen students may need to attain a social security card prior to beginning employment. To support the student after the selection process, the department will need to write an Employment Letter. An example of this letter can be found on International Student Services (ISS) website: http://www.international.fullerton.edu/pdf/employment/ssn_sample_letter_on-campus.pdf.

With this letter, the Non-U.S. Citizen student can request a Social Security Support Letter from ISS. The Social Security Support Letter is then taken to a Social Security Office along with the following documents to apply for a Social Security Number and Card.

- Employer Letter
- Social Security Number support letter from International Student Advisor
- I-20 (for F-1 student) or DS-2019 (for J-1 student and scholar)
- Valid I-94
- Valid passport

After applying for a Social Security Number successfully, the student should receive their card in the mail within 2 weeks.

For more information on this process, please visit the ISS Acquiring a Social Security Card webpage: http://international.fullerton.edu/students/employment/social-security/.

Emergency Non-U.S. Citizen Student Assistant Process

If the student must be hired quickly without a Social Security Number, in an emergency situation, the department must complete a Non-U.S. Citizen Student Authorization Form (Appendix E) and submit to Payroll. Payroll must approve this emergency hire (and must deem that this is an emergency situation), and the student would be able to begin work without needing to wait for their Social Security Card to arrive. They would provide the following documents to Payroll after Payroll approves the emergency hire.

1. I-94
2. I-20 (F-1 Visa) or DS-2019 (J-1 Visa)
3. Passport
4. Visa (stamp can be expired)
5. Receipt from Social Security Office

Payroll will e-mail the department that the student can begin working when they receive both the Non-U.S. Citizen Student Authorization Form, and the work eligibility documents from the student (including the social security receipt). The students pay will not be processed until the original social security card is provided to the hiring department, Payroll and Admissions and Records. The hiring department will need to create a confirmation ticket once the social security number is in the CMS and proceed with the confirmation ticket process as usual.

If there is concern regarding a student's eligibility for on-campus employment, the International Student Services will work with the Student Employment and Volunteer Programs Specialist to make a final determination. International Student Services is responsible for verifying international student's immigration status with Homeland Security agencies as mandated by the Federal government. For more information and questions regarding federal and state payroll tax withholdings, international students can schedule time to meet with the Tax Compliance Manager on campus by calling 657-278-5671. International Students that are eligible for employment on campus are hired as classification 1868 Non- U.S. Citizen Student Assistant.

Job Codes for Non-U.S. Citizen Student Assistants

JOB CODES USED DURING THE ACADEMIC YEAR	JOB CODES TO REHIRE STUDENTS IN THE SUMMER	Classification	ALL STUDENTS MAY WORK NO MORE THAN 20 HOURS PER WEEK WHEN CLASSES ARE IN SESSION AND NO MORE THAN 40 HOURS PER WEEK WHEN SCHOOL IS NOT IN SESSION. ELIGIBILITY REQUIREMENTS	ADDITIONAL INFORMATION
1868	1868	Non-U. S. Citizen Student Assistant	Undergraduate students must be enrolled in a minimum of 12 units. Graduate students must be enrolled in a minimum of 9 units.	Based on the student's tax status, earnings may or may not be subject to retirement and Medicare tax. Students on an F-1 Visa are generally hired in this classification, unless their job duties include instruction, grading or tutoring then they must be hired as an 1150.
1869	1869	Non-U. S. Citizen Resident Advisor Student Assistant	Undergraduate students must be enrolled in a minimum of 12 units. Graduate students must be enrolled in a minimum of 9 units. *Utilized by the Housing Department Only*	Based on the student's tax status, earnings may or may not be subject to retirement and Medicare tax. Students on an F-1 Visa are generally hired in this classification, unless their job duties include instruction, grading or tutoring then they must be hired as an 1150.

ACADEMIC BREAKS AND GRADUATING STUDENT ASSISTANTS

Summer and Winter Breaks, Fall and Spring Recess

Students can work up to and no more than 40 hours per week during the break and recess periods (summer and winter breaks, fall and spring recess). For the winter break and the recess periods (fall and spring), the student will remain in the class code they were originally hired in for the semester. During the summer break, student employees will need to be hired in the 1874 class code. These earnings will be subject to deductions for Medicare (paid by employee and employer) and retirement (paid by employee). The retirement plan to which they will contribute is the Part-time, Seasonal, Temporary Plan (PST Plan). Once a student employee who has paid into this plan resigns from all employment with the California State University System, they may request a refund of all contributions directly from the PST Plan 90 days after the last contribution. Forms for this purpose are available in the Payroll office.

Graduating Student Assistants

The CSU Chancellor's Office has revised the Student Assistant (non-represented) Guidelines for Student Assistants (HR 2012-08).

“Upon graduation, Student Assistants (1870) may work up to the last official day of the academic term. In addition, campuses may allow graduating Student Assistants to work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant (1874). For example, at semester system campuses, Student Assistants graduating in the spring term may work through the summer period up until the day before the fall term begins.” Graduating students will be allowed to work the subsequent semester after they graduate.

Non- U.S. Citizen Student Assistants (1868) should refer to Department of Homeland Security duration of status requirements.”

Please note that **Work-Study Student Assistants (1871 & 1872)** are not permitted to receive any Federal Work-Study funds after they have graduated. They can be rehired with other funding sources and job codes.

Manual Hiring a Student Assistant After Graduation

Student Assistants that are graduating can easily be rehired while they are an active student (before graduation). If a department wishes to hire a student after they have become inactive as a student, the only way to process their employment is by manually hiring them with Payroll. The department must complete a Student Employment Program Alternate Student Assistant Authorization Form (Appendix F) and submit to Payroll.

PERFORMANCE EVALUATIONS, MERIT INCREASES, AND DISCIPLINARY ACTION

Performance Evaluations

A performance evaluation is an important tool to provide feedback to the student on their performance. An evaluation may be given to a student at any time, but it is recommended that an evaluation be given at least at the end of the student's first semester of employment, and every year thereafter. A student employee should receive a performance evaluation prior to being rehired or considered for a pay rate increase. Student employees can provide input prior to their evaluation utilizing the Student Employment Pre-Performance Evaluation form (Appendix C). For the final evaluation, employers can utilize the Student Employment Performance Evaluation form (Appendix D).

The student should be given the original signed evaluation and a copy should be kept in the department. Performance evaluations are required if a student will be receiving a raise.

Merit Increases

Student Employees may be considered for merit salary increases at any time, but typically when re-appointed at the beginning of each semester, summer session, or academic year. Merit salary increases are typically 2% to 3% and should fall within the appropriate salary range for the classification. Increases will need to be approved by the hiring manager. For the student to qualify for a merit increase they must receive a satisfactory evaluation from their immediate supervisor. Wage increases are effective the first day of the following pay period, semester or summer session.

There are three ways for a student to receive a pay increase.

1. Merit Salary Increase - This is an increase given when the supervisor and appropriate administrator determine there should be an increase in pay rate. Typically, it is given at the beginning of a semester after the first full semester of work and any subsequent semester. The student employee must receive a satisfactory evaluation to receive a merit increase.
2. Reclassification - When the duties and responsibilities have changed to a degree that there is a marked difference in type of work performed.
3. Promotion - When a student employee is moved into a vacated or a newly created position in the same department at a higher classification range.

In order for the student to receive the pay increase, the change will need to be made in CMS. Changes to the student status (i.e., salary/position changes, concurrent appointments) must be entered in CMS prior to the Rapid Time Entry in order for the increase to be reflected on the time report. Refer to CMS Student Worker Process for detail information.

Disciplinary Action

There may be times when problem situations arise with student employees. Typically, the first step should be to meet with the student employee to discuss the problem and issue an informal warning.

Your objective in a disciplinary meeting is to utilize the discussion to encourage the student employee to display the correct performance and, at the same time, letting them know that they have your support.

If the student is involved in a grievous act such that their presence may represent a risk of harm or loss, they should be asked to leave the premises immediately. Clear violations of the University's policies and procedures such as theft or possession of illegal substances on the premises require immediate dismissal and disciplinary action.

Depending on the action, you may choose not to terminate the student's employment if you feel you can work with the student to develop new skills and an improved attitude that can help them correct their behavior and resolve the problem. To make this discussion the most productive, the following guidelines are suggested:

- Describe the specific behavior you believe has occurred.
- Ask the student to describe and explain what had happened using specific detail. This suggestion gives the student the opportunity to tell their side of the story and gives you the complete picture of what occurred.
- Clearly describe what must be changed to remedy the situation. Explain how it affects the work group and/or the University community. Clarify relevant policies or procedures that apply to this situation.
- Be consistent. All student employees with similar responsibilities should be expected to do what is being asked of this employee.
- Encourage the student employee to suggest their own possible solutions for improvement and support the usable ideas.
- End your discussion with an agreement on action to be taken and a date for a follow-up meeting.
- Document the date and time of the first meeting, what was discussed and what was agreed upon. Providing the student employee with a copy of this document will underscore the agreement and demonstrate your serious commitment to remedying the situation.

If, after meeting with the student employee there is no improvement observed, or if new examples of the problem behavior arise, the second step of disciplinary action should be taken. At this juncture, a written reprimand should be issued, documenting the student’s prior notice concerning violation of a rule, and the appropriate form of disciplinary action for a subsequent offense. Proper documentation should include the following:

- The date (month, day, and year) of the infraction and the date the documentation/warning was presented to the employee.
- A specific and detailed account of the incident including dates, names of people involved, location, etc.
- Citation of the rule that was broken.
- Explanation of the reason(s) why this type of conduct necessitates a written warning.
- Notification of the consequences if further action is required.
- Space for the student employee to state their explanation for their actions or respond to the warning.
- A place for you and the student employee to acknowledge the document (signature and date).

After the document has been signed by you and the student employee put the original in the student's department file and give a copy to the student for their records. Good communication and documentation provide a means for educating student employees as well as creating an environment of fairness and consistency within the department. During the second meeting, it is a good idea to let the student employee know what the appropriate or expected behavior is. Keep lines of communication open, and be as fair, accurate, and objective as possible."

Consultation/Referral to Judicial Affairs

There may be occasions when the action of a student employee may also be a violation of the Student Conduct Code (Title 5, California Code of Regulations. Examples would include but are not limited to: forging a University document, use/possession of illegal drugs on campus, theft of property or services from the University community falsifying time sheets, misuse of the computer facilities, etc.). Please contact the Dean of Students at ext. 3211 or deanofstudents@fullerton.edu .

Conflict Resolution Procedures

If a student employee feels that circumstances concerning wages, work hours, and other conditions present a problem, the student is required to first discuss the matter openly with their immediate supervisor. If discussion with the supervisor does not lead to a resolution, a student may initiate discussion with individuals assigned to the overall responsibilities of the area in which the student works. This may be a department chair in an academic area or the hiring manager.
It is strongly encouraged that these situations be resolved within the department. If, however, the student is not satisfied, the student employee may discuss the issue with the Dean of Students. In the case of sexual harassment, the student should consult with the Human Resources, Diversity & Inclusion department. For fiscal misconduct, the student should contact the Office of the Internal Auditor (http://www.fullerton.edu/auditor/).

Duration of Employment

At CSUF, Student Employment is less formal and more temporary in nature than University State employment (ex. Faculty, staff, etc.). A student's employment may end at any time for the following reasons:

- Unsatisfactory Evaluation
- Serious Misconduct
- Failure to Report to Work Without Prior Notice
- Position Abolishment
- Voluntary Resignation
- Budget Limitations (e.g. FWS award is exhausted)
- Workload Shifts
- Breaching Confidentiality Contract

If the student employee chooses to voluntarily resign, it is common business practice that the student employee gives a 2-week notice. Employers depend on the student employee to keep operations going and need this time to fill the vacancy.

Students who choose to work on-campus often rely on the hours they plan to work as their source of financial income. It is recommended that the employer provide the student a set work schedule, and the employer should provide enough work, so the student can work the number of hours scheduled.

CONFIDENTIAL INFORMATION AND CSUF CAMPUS POLICIES

Student Access to Confidential Information

It is the responsibility of any manager whose Student Employees have access to confidential information, including access to any information technology systems (i.e. CMS Campus Solutions), to require that their students be trained on how to handle confidential information and access, and have a strong understanding of all confidentiality laws. Students needing access to information technology systems (i.e. CMS Campus Solutions) must complete the IT: Campus Solutions FERPA training (through the Employee Training Center), and successfully pass the quiz. The manager must approve access on information technology system Access Request Forms.

Each manager should discuss with the student how to handle confidential information appropriately within their own operation. As an example, students should be trained on what information should be shredded instead of thrown away, the importance of locking the computer when stepping away from the workspace, and how to properly store any confidential information when leaving the workspace (e.g., folders stored where no unauthorized individuals can gain access). During this time, it is required that a student be trained on what information is appropriate to disclose to the public regarding other students and campus employees, and whether the student can disclose the information.

After students have been through an initial training on confidentiality, supervisors should continue to review this information with their student employees on a regular basis and at least annually.

Confidentiality of Student Personnel Records All students' personnel records are confidential and must be shredded when they are discarded.

CSUF Campus Policies

The following are campus wide policies that must be followed by all employees including student employees.

University Non-Discrimination, Affirmative Action and Diversity Policies

California State University, Fullerton ensures equal opportunities in its employment without regard to race, color, religious creed, sex, national origin, ancestry, sexual preference, marital status, pregnancy, age, physical disability, mental disability, medical condition, or veteran's status.

Employment, retention, and advancement of employees shall be based upon merit, ability, talent, knowledge, and achievement. Every member of the CSUF community has a responsibility to ensure that equal opportunity is provided in all CSUF programs and activities, treatment of students, and recruitment of CSUF employees.

Harassment

CSUF is committed to providing a work environment that is free of discrimination. In keeping with this commitment, CSUF maintains a policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including visual, verbal, or conduct of a sexual nature.

Any employee who believes they are being, or have been, harassed or pressured by a co-worker, supervisor, or agent of the employer to do something they are uncomfortable doing should promptly report the facts of the incident or incidents and the names of the individuals involved to their supervisor or, in the alternative, the Student Affairs Ombudsman. If the student believes fiscal misconduct is, or has, occurred, they should contact the campus Internal Audit Department.

It is the duty of every supervisor, manager, and administrator to do everything possible to eradicate any type of harassment within their area of responsibility. Refrain from asking the student to do anything of a personal nature for you. They are there solely to perform duties for the University.

At CSUF, sexual harassment is a serious offense. It may result in disciplinary action up to, and including, dismissal or expulsion.

Substance Abuse - A person accused of using drugs and/or alcohol, drug paraphernalia, or look-alike (simulated drugs in the workplace is risking disciplinary action up to, and including, dismissal or expulsion). CSUF expects employees to perform at their best and in a safe manner. Employees are prohibited from working under the influence of any drug, alcohol, or other substance, which will in any way affect their work performance, alertness, coordination or response or affect the safety of others on the job. "By state and federal law CSUF must be totally free of the illegal USE, POSSESSION, MANUFACTURE, DISPENSATION, and DISTRIBUTION of alcohol or controlled substances. This prohibition is enforced by the law and University policy. Any violation can endanger you, your colleagues and students. All University employees, especially persons hired under federal contracts and students on federal aid, are obligated to comply with the law and University policy. Violations of either may result in disciplinary sanctions up to and including termination, as well as, subjecting you to criminal penalties." (Substance Abuse in the workplace, CSUF, February 1994

Information Practices Act - The Information Practices Act prevents any University official from revealing any information about its employees that relates to their personal life, medical history, financial transactions and/or marital status. This has been established to protect the confidentiality of records containing student personnel information. It also ensures that such records are not disclosed to unauthorized individuals or entities. All inquiries about Student Employees should be directed to the Payroll Office.

Workplace Security Policy - CSUF is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, the campus has established a policy that provides "zero tolerance" for actual or threatened violence against co-workers, visitors, or any other persons who are either on premises of the University or have contact with employees in the course of their duties.

This policy is intended to promote workplace security by addressing situations in which outsiders enter the workplace and engage in violent acts or threaten employees. In order to accomplish the "zero tolerance" objective, the cooperation of all employees is required. Security and safety in the workplace is every employee's responsibility. It is therefore essential that every employee understand the importance of workplace safety and security.

Compliance with this anti-violence policy is a condition of employment. Due to the importance of this policy, employees who violate any of its terms, who engage in or contribute to violent

behavior, or who threaten others with violence may be subject to disciplinary action, up to, and including, immediate termination.

Lastly, workplace security efforts are important to the safekeeping of University resources. As such, do not leave student employees in the workplace unattended after hours or lend them keys. If duties and coverage hours require the student to have access, contact Public Safety for the appropriate authorization forms for key issuance.

Injury or Accident on the Job - When a student employee suffers an injury as a result of an accident or other event during on the job work hours, follow the same procedures you would for any employee. Follow the policies and guidelines as described on the website for the Office of Risk Management and Environmental Health and Safety (http://rmehs.fullerton.edu/workerscompensation/reportingaworkrelatedinjury).You can also call the office at x7346.

Other Health, Safety, or Medical Concerns - When a student employee expresses concern or has a complaint related to a health, safety, or medical issue; notify the manager of the unit immediately. Follow the same steps you would with any campus employee. Seek advice from Human Resources or Environmental Health and Safety as needed (.

Student Employment Program Specialist

If you have any questions or concerns regarding Student Employment policy/procedure, please contact the Student Employment Program Specialist

Name: Chris Reyes
E-mail: chrreyes@fullerton.edu
Phone: (657)278-4805
Office: College Park, CP-750

APPENDIX

SEPTEMBER 1, 2019

CALIFORNIA STATE UNIVERSITY
FULLERTON
HUMAN RESOURCES,
DIVERSITY & INCLUSION

CSUF

CALIFORNIA STATE UNIVERSITY
FULLERTON

Human Resource Services
Human Resources, Diversity and Inclusion
657-278-2425

Department Student Employee Preparation Checklist

This form is to be utilized by hiring managers/supervisors to ensure all steps of the student employee hiring process are followed.

Please note that students cannot begin work until the hiring department has received an approval e- mail notification from Payroll

Prior to First Day of Work

Conditional Offer

☐ After the interview/selection process, a conditional offer must be made to the candidate. The offer is conditional due to the need to ensure eligibility for the following reasons:

- Meet academic standing (if applicable)
- Background check clearance (if necessary)
- Financial Aid approval (if a Federal Work Study student)

Confidentiality

☐ Review confidentiality issues related to this job(in preparation for training student employee)

Background Check

☐ Answer the questions as Yes/No below as they relate to the job requirements of this position.

In this role, will the student:

1. Serve as a sworn University Police Officer, cadet, or dispatcher?
2. Have regular or direct contact with minor children, including at CSUF-hosted camps?
3. Have access to stored criminal offender information?
4. Have access to patients, drugs or medications?
5. Be responsible for the care, safety and security of people, animals and/or CSUF property?
6. Have authority to commit financial resources of CSUF through contracts greater than $10,000?
7. Have access to or control over cash, checks, credit cards or credit card information?
8. Have access to or possession of building master or sub-master keys?
9. Have access to hazardous or controlled substances?
10. Have access to or responsibility for Level 1 data or other protected, private or sensitive information? (Level 1 data is “Confidential Information” that include but are not limited to: PINs (Personal Information Numbers), tax IDs with name, Social Security Number and name, health insurance information, biometric information, criminal background check results, electronic or digitized signatures, and private keys)
11. Sensitive position? (Sensitive Positions are designated by the CSU requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, or property, or heightened risk of financial loss. A sensitive position if you have access to: Social Security Numbers (SSN), employment data, specialized equipment, contact with minors, student records, cash, master keys, health records, pharmaceuticals, vehicles, specialized machinery, hazardous materials or other sensitive data.)
12. Control over campus business processes, through either financial roles or security access?

13. Operate vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness or death?

- ☐ If the answer to any of these questions is yes, a background check is required for the student. To initiate a background check utilize the HRDI Background Check Portal. Access the portal by visiting the HRDI website➔Employment Services➔Recruitment➔Background Check Request. Enter the student employee's information, and answer questions regarding the position (All student employment background checks are required to be entered into this HRDI Background Check Portal).
- ☐ If a Livescan is necessary, send the student with the Livescan form to the University Police Department
- ☐ HRDI must send clearance for each background check before the hire is entered into the CMS

CMS

- ☐ Enter student/position information into the CMS
- ☐ Print out confirmation ticket
- ☐ Be sure to check that the number of units the student is enrolled in currently, correlates to the job code utilized for the hire
- ☐ Acquire Department Head signature for approval
- ☐ Send ticket over to Financial Aid, if student is a Federal Work Study student

Payroll

- ☐ Send confirmation ticket to Payroll or Financial Aid (if they are a Federal Work Study student)
- ☐ If the student has never worked on-campus, or has not worked on-campus in the last 12 months, send them to Payroll to sign all paperwork
- ☐ Payroll will inform student of when they will get paid
- ☐ Payroll will send a confirmation e-mail that student is ready to work after receiving the confirmation ticket and completing hire paperwork with the student (if they are a new hire).
- ☐ If the student is a rehire, the department can check their Student Worker Job Roster in the CMS to see if Payroll has given approval and finalized the rehire. To access the roster please navigate to CSUF HR > HR Inquire > Student Worker Job Roster in the CMS. Under the Payroll Approved column, please check to see if the student has a yes (if this is a Federal Work-Study student rehire, ensure the Financial Aid Approved column also states yes).
- ☐ If this is a Federal Work Study student, Financial Aid must approve hiring the student, and Payroll will give a final approval before the student may work (two-step approval process).

CALIFORNIA STATE UNIVERSITY
FULLERTON

Human Resource Services
Human Resources, Diversity and Inclusion
657-278-2425

New Student Employee Checklist

Department supervisors must review the following topics with their new student employees (policies, procedures, guidelines) as part of their new hire training. **This training must be paid.** Supervisors: For auditing purposes, this form must be maintained in the student's employment file with the appropriate signatures acknowledging the completion of this training.

Student Name: _____ Date of Hire: _____

Student CWID: _____ Department: _____

Hiring Supervisor: _____

Please note that students cannot begin work until the hiring department has received an approval e- mail notification from Payroll

First Day of Work Checklist

Tour:

- ☐ Bathrooms
- ☐ Primary work location
- ☐ Where to place personal items
- ☐ Supply areas
- ☐ Introduce to faculty/staff
- ☐ Break room
- ☐ Offices that are in the department
- ☐ Location of fax/copy machine

Phones:

- ☐ How to transfer calls
- ☐ Taking messages
- ☐ Phone etiquette
- ☐ Important numbers
- ☐ Personal cell phone usage

Computers

- ☐ Log on
- ☐ What programs are used the most
- ☐ Office usages policies (i.e., can students check personal e-mail, do schoolwork, surf the net?)

Office Etiquette:

- ☐ Dress Attire
- ☐ Reporting Time Worked
- ☐ Daily duties
- ☐ Relaying information to coworkers
- ☐ Visitor policy (can friends stop by?)
- ☐ Punctuality (call in procedures)
- ☐ Taking Breaks/Lunch (review policy)
- ☐ Requesting time off (vacation, doctor appointment, rescheduling work hours due to exams)

Student Break Policy:

Continuous Hours Worked	Breaks
4 hours or more	15 minute break
Over 6 hours	At least 30 min. lunch & 15 min. break
8-10 hours	At least 30 min. lunch & two 15 min. breaks

Discuss department's emergency procedures.

- ☐ Location of first aid kit, fire extinguishers, Emergency Exits
- ☐ Emergency and Evacuation procedures

Confidentiality Training (in addition to Employee Training Center Data Security & Privacy training)

- ☐ Discuss department confidentiality procedures
- ☐ Discuss department's expectations when handling confidential information and documents (i.e. shredding info vs. throwing away, locking computer, etc.)
    - Please note that the "Information Practices Act" form is completed by student employees when finalizing new hire paperwork with Payroll
- ☐ Review what documentation/information is considered confidential.

Online Compliance Training (Mandatory)

Training is provided by the Employee Training Center for all new student employees. Students will receive e-mails regarding these mandatory trainings (*This occurs up to 48 hours after finalizing their employment in the CMS).* Students should complete all trainings from the Employee Training Center during work hours.

- ☐ Department will schedule time during first day/week for student employees to complete the following trainings

Course Description	Estimated Time
EDU: Eliminate Campus Sexual Misconduct (CSU)	30 minutes
Data Security & Privacy	30 minutes
CSU: Preventing Discrimination and Harassment for Non-Supervisors	30 minutes
Campus Health and Safety Requirements - Online	40 minutes
Defensive Driver Training- Online	45 minutes

I acknowledge that the above topics have been adequately discussed and that job expectations have been clearly communicated. I understand that failure to complete the mandatory training may result in suspension or termination of employment.

Student Employee's Name: _____

Student Employee's Signature: _____

Date: _____

**Please keep this document in your departmental employee file.*

CALIFORNIA STATE UNIVERSITY FULLERTON
HUMAN RESOURCES, DIVERSITY & INCLUSION

Student Employment Program

Pre-Performance Evaluation

Legal Last Name _____ Legal First Name_____ CWID _____

Department _____ Evaluation Period: From _____ to _____

Supervisor's Name_____ Ext. _____ Room #_____

Instructions: Please respond to the following questions. Please note that merit increases are at the discretion of the hiring department.

1. List your top three strengths as a Student Assistant.

2. Comment on your growth in your current role.

3. List and comment on areas of improvement for yourself during the review period.

4. What accomplishments have you achieved as a Student Assistant during the evaluation period?

5. List training/professional development that could benefit you as a Student Assistant. Keep in mind that these trainings/professional development sessions should relate to the goals listed below.

Goals: Please list up to three measurable goals to work toward during your next performance review period

Goal	Outcome	Support Needed
Goal #1		
Goal #2		
Goal #3		

Rating	Unsatisfactory 0-2	Average 3-4	Above Average 5-6	Outstanding 7-8

Category	Responsibility	Self-Rating
Work Habits	Attendance	
	Punctuality	
	Attention to Detail	
Customer Service	Faculty/Staff	
	Students	
	Campus Visitors	
Understanding Duties	Ability to Learn Quickly	
	Resourceful	
	Understand Job Responsibilities	
	Quality of Work	
Professionalism	Conscientious	
	Willingness to Learn	
	Open to Feedback	
	Follows Direction	
	Takes Initiative	
	Responsible	
Communication	Written	
	Verbal	
	Interpersonal	
Team Orientation	Flexible	
	Willingness to Collaborate	
	Ability to Compromise	
	Proactive	
	Supportive	

I certify this self-evaluation, and have submitted this to my supervisor on _____.

I understand that my supervisor will complete my official performance evaluation, and my supervisor will discuss the evaluation results with me.

_____ _____

Student Signature Date

I acknowledge that the student employee has submitted this self-evaluation on the date above.

_____ _____

Supervisor Signature Date

CALIFORNIA STATE UNIVERSITY FULLERTON
HUMAN RESOURCES, DIVERSITY & INCLUSION

Student Employment Program

Performance Evaluation

Legal Last Name _____ Legal First Name_____ CWID _____

Department _____ Evaluation Period: From _____ to _____

Supervisor's Name_____ Ext. _____ Room #_____

Instructions: Please respond to the following questions. Please note that merit increases are at the discretion of the hiring department.

1. List the Student Assistant's top three strengths.

2. Comment on the Student Assistant's growth in their current role.

3. List and comment on areas of improvement for the Student Assistant during the review period.

4. What accomplishments have the Student Assistant achieved during the evaluation period?

5. List training/professional development that could benefit the Student Assistant. Keep in mind that these trainings/professional development sessions should relate to the goals listed below.

Goals: Please list up to three measurable goals to work toward during your next performance review period

Goal	Outcome	Support Needed
Goal #1		
Goal #2		
Goal #3		

Rating	Unsatisfactory 0-2	Average 3-4	Above Average 5-6	Outstanding 7-8

Category	Responsibility	Rating
Work Habits	Attendance	
	Punctuality	
	Attention to Detail	
Customer Service	Faculty/Staff	
	Students	
	Campus Visitors	
Understanding Duties	Ability to Learn Quickly	
	Resourceful	
	Understand Job Responsibilities	
	Quality of Work	
Professionalism	Conscientious	
	Willingness to Learn	
	Open to Feedback	
	Follows Direction	
	Takes Initiative	
	Responsible	
Communication	Written	
	Verbal	
	Interpersonal	
Team Orientation	Flexible	
	Willingness to Collaborate	
	Ability to Compromise	
	Proactive	
	Supportive	
Overall Rating	Please calculate the average of all ratings given	

The student employee's next evaluation will be on:_____

_____ _____ _____ _____

Supervisor's Signature Date Authorized Department Signature Date

I certify that this performance appraisal has been discussed with me. My signature does not necessarily indicate that I agree with this evaluation.

Student Employee Signature_____ Date_____

Please keep the original copy of the evaluation in your department and provide a copy to the student employee. If you are recommending a salary increase, please process via CMS and submit the signed Confirmation Ticket to the Payroll Office. The effective date of increase must be at the beginning of a pay period.

CALIFORNIA STATE UNIVERSITY
FULLERTON

Student Employment Program
Non-U.S. Citizen Student Assistant (1868)
Employment Authorization
Summer/Academic Year

Student Employment Program, CP750 x-2489

AUTHORIZATION PERIOD(S) (please check appropriate box)
Start Date: _____ / _____ / _____

☐ This student is a new hire
☐ This student is a rehire to a new department
☐ This student is a rehire in same department

☐ Fall _____
☐ Spring _____
☐ Summer _____

STUDENT DATA CWID _____ SSN _____

Last Name: _____ First Name: _____ M.I. _____
(As printed on Social Security Card)

Name used other than on Social Security Card: _____
(Last Name, First Name, M.I.)

EMPLOYER APPROVAL/AUTHORIZATION HIRE

Position # _____/ _____/ _____/ _____/ Department _____ CMS Dept. # _____
Agency Unit Class Serial

Student's Position Title _____

Work Supervisor _____ Ext. _____ Location _____

Attendance Clerk _____ Ext. _____ Location _____

Salary Rate: Range _____ Step _____ *$ _____ For _____ **hours per week

** Full-time students (6.0 units or more) may not work more than 20 hours per week when classes are in session. May work up to 40 hours during winter recess, intersession, and spring recess.

ACADEMIC YEAR

☐ I have paid fees at CSUF and I am enrolled at CSUF

☐ After my MPP Appropriate Administrator agrees to allow me access, I understand I will be granted access to personal and confidential information based on my agreement to comply with the terms and conditions outlined in the University Training and Compliance document.

_____ _____
Student Employee Signature Date

I have verified that all required fees have been paid by viewing a current fee receipt. In addition, I will verify enrollment for each semester this student is employed by this department

_____ _____
Authorized Department Signature Date

NOTE: Please submit the completed form to Payroll. **Do not allow a student to begin working until authorization is received from Payroll.**

Class Code 1868 revised 04/2011

California State University, Fullerton
Information Security
Training & Compliance Document

THE FOLLOWING APPLIES TO ALL UNIVERSITY EMPLOYEES, INCLUDING STUDENT EMPLOYEES (FEDERAL WORK STUDY STUDENTS, STUDENT ASSISTANTS, GRADUATE ASSISTANTS, AND TEACHING ASSISTANTS), *WHO NOW HAVE, OR MAY IN THE FUTURE HAVE,* ACCESS TO FEDERALLY OR STATE PROTECTED INFORMATION.

PLEASE READ THE FOLLOWING CAREFULLY.
CONTACT YOUR SUPERVISOR IF YOU HAVE QUESTIONS NOW OR IN THE FUTURE.

The University has the legal responsibility to secure information protected by federal and state law, as well as California State University policies and procedures. These regulations place specific requirements on state agencies in relation to the collection, use, maintenance and dissemination of information relating to individuals. All employees, including student employees, are responsible for collecting, using, maintaining or releasing protected information in accordance with federal and state laws or regulations, as well as CSU policies and procedures. In order to protect the privacy of individuals, maintenance and dissemination of personal information is subject to strict limits. As such, all student employees are responsible for the following:

1. Accessing protected information only as necessary to perform their job. Accessing protected information unnecessary to perform job responsibilities is expressly prohibited.
2. Maintaining the privacy and confidentiality of protected information obtained.
3. Sharing protected information with others, electronically or otherwise, ***only after ensuring*** the recipient is authorized to receive the information and understands his/her responsibilities.
4. Preventing unauthorized access to protected information, including but not limited to storing, securing and disposing of protected information, data, reports, etc. in a manner that maintains their confidentiality. This includes, but is not limited to, signing off computers and using other means to prevent unauthorized access to protected information not actively in use, and not disclosing passwords to others unless authorized to do so in writing by his/her immediate supervisor.
5. Utilizing protected information only as compatible with the disclosed purpose for which it was collected, and making every reasonable effort to interpret protected information in an accurate, relevant, and professional manner.

Employees, including student employees, misusing protected information obtained through their employment shall be subject to disciplinary action, up to and including dismissal. Violation of state or federal laws may carry the additional consequence of prosecution under the law, where judicial action may result in specific fines, imprisonment, litigation costs, damages or all.

Definitions
Protected Information: Federal and state regulations and CSU policies use a variety of terms to identify protected information, such as: non public information; personal information, individually identifiable health information; confidential information; personally identifiable information; confidential personal information; and sensitive information. Protected information includes information identifying or describing an individual, including, but not limited to: his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history. It includes statements made by, or attributed to, the individual.

The term *"disclose"* means to disclose, release, transfer, disseminate, or otherwise communicate all or any part of any record orally, in writing, or by electronic or any other means to any person or entity.

THIS INFORMATION SHOULD BE KEPT BY THE STUDENT EMPLOYEE FOR THEIR RECORDS

CALIFORNIA STATE UNIVERSITY FULLERTON

Student Employment Program CP-750 x-2489

Student Employment Program
Alternate Student Assistant (1874)
6.0 units fewer
Employment Authorization
Academic Year or Summer

☐ Fall _____
☐ Spring _____
☐ Summer _____

AUTHORIZATION PERIOD(S) (please check appropriate box)
Start Date: _____ / _____ / _____
☐ This student is a new hire I-9 & SPAR are attached
☐ This student is a rehire to a new department I-9 & SPAR are attached
☐ This student is a rehire in same department I-9 & SPAR on file

STUDENT DATA CWID _____ SSN _____

Last Name: _____ First Name: _____ M.I. _____
(As printed on Social Security Card)
Name used other than on Social Security Card: _____
(Last Name, First Name, M.I.)

EMPLOYER APPROVAL/AUTHORIZATION HIRE

Position # _____/ _____/ _____/ _____/ Department _____
Agency Unit Class Serial

Student's Position Title _____

Work Supervisor _____ Ext. _____ Location _____

Attendance Clerk _____ Ext. _____ Location _____

Salary Rate: Range _____ Step _____ *$ _____ For _____ **hours per week

*Exception: If you believe the student warrants placement at step 2 or 3 due to his/ her demonstrated previous work experience or educational background, please indicate the appropriate step with a brief explanation of your recommendation here. Attach a justification memo for any placement above step 3.

**May work up to 40 hours during winter recess, intersession, and spring recess

ACADEMIC YEAR

☐ I have paid part-time fees at CSUF and am enrolled in 6 units or less.
I understand that my earnings will be subject to deductions for retirement (7.5%) & Medicare (1.4 5%)

☐ After my MPP Appropriate Administrator agrees to allow me access, I understand I will be granted access to personal and confidential information based on my agreement to comply with the terms and conditions outlined in the University Training and Compliance document.

☐ **SUMMER**
I was enrolled at CSUF in the Spring, and/or am Enrolled0- at CSUF for Fall, or am taking classes at CSUF this summer. I understand that my earnings will be subject to retirement (up to 7.5%) & Medicare deductions up to (up to 1.45%).

_____
Student Employee Signature Date

I have verified the enrollment/fee payment status indicated above by viewing a current fee receipt.
In addition, I will verify enrollment for each semester this student is employed by this department

_____
Authorized Department Signature Date

NOTE: Please submit this form and, if appropriate, SPAR & I-9 forms to CP&PC, LH-208. After authorization this form will be forwarded to Payroll Services. CP&PC will notify you when the student has been approved to work. **Do not allow a student to begin working until authorization is received.** CP&PC Use Only

Authorized by: _____Date_____

Employment Authorization Academic & Summer year 6.0 units or fewer Class Code 1874 revised 03/2011

California State University, Fullerton
Information Security
Training & Compliance Document

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2. Maintaining the privacy and confidentiality of protected information obtained.
3. Sharing protected information with others, electronically or otherwise, ***only after ensuring*** the recipient is authorized to receive the information and understands his/her responsibilities.
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