



California State University  
SAN MARCOS



## Student Employment Department Guidelines

This guide *does not apply* to [Unit 11 Academic Student Employees](#). All questions regarding Academic Student Employees (Instructional Student Assistants, Teaching Associates, and Graduate Assistants) should be addressed to Faculty Affairs at extension 4052.

The [CSUSM Corporation](#) is a separate employer. Students hired and being paid through the CSUSM Corporation must complete paperwork at the CSUSM Corporation Human Resources Department.

# Table of Contents

**Student Employment Programs..... 1**

    Student Assistant.....1

    Federal Work-Study .....1

    Bridge Student Assistant.....2

    Instructional Student Assistants, Teaching Associates and Graduate Assistants.....2

    Class/Job Codes .....2

**General Policies ..... 2**

**Eligibility .....3**

        Student Assistant – Class/Job Code 1870..... 3

        Non-Resident Alien Student Assistant – Class/Job Code 1868 .....3

        Work Study - Class/Job Code 1871 ..... 3

        Bridge Student Assistant (Summer) – Class/Job Code 1874 ..... 4

**Allowable Work Hours .....4**

**Overtime.....4**

**Concurrent Employment.....4**

**Rest Periods .....4**

**Absences .....5**

**Employment Benefits .....5**

**Workers' Compensation .....5**

**Motor Vehicle Usage .....5**

**Criminal Background Check .....5**

**Hiring Department Responsibilities..... 5**

    Position Description .....6

    Job Posting.....6

    Employment Application .....6

    Interviewing .....6

    Evaluation .....7

**Hiring Process ..... 7**

**Electronic Personnel Action Notice - ePAN.....7**

        Student Assistant and Bridge Student Assistant ..... 7

        Work-Study ..... 7

**Student Employment Sign In Process .....7**

**Salaries..... 8**

**Skill Level / Pay Range .....8**

        Skill Level Definitions..... 8

        Pay Range Placement ..... 8

**Salary Increases**.....8  
 Promotion ..... 8

**Payroll Services** ..... 9  
 Online Time Reporting .....9  
 Late Timesheets .....10  
 Payday .....10  
 Taxes.....10

**Work Study Program** ..... 10  
 Responsibility for Monitoring Allocations .....10  
 Revision in Award Amount .....11

**Employment Issues**..... 11  
 Termination .....11  
 Payment of Wages at Separation..... 11

**ATTACHMENT A**..... 12



## Student Employment Programs

*The purpose of this guideline is to provide descriptive information about student employment programs as well as federal, state, California State University, campus policies and procedures and collective bargaining agreements as applicable for these programs*

There are numerous student employment programs at California State University San Marcos (CSUSM) including the Student Assistant Program, Federal Work Study Program, State Work Study Program and Bridge Student Assistant Program.

***Note:** There is a separate category of Academic Student Employees which includes [Instructional Student Assistants](#), [Teaching Associates](#) and [Graduate Assistants](#). Academic Student Employees (Instructional Student Assistants, Teaching Associates, and Graduate Assistants) are covered by the UAW Unit 11 collective bargaining agreement and the material in this guide does not apply to them. Please contact [Faculty Affairs](#) at extension 4052 for any questions related to hiring and employing Unit 11 Academic Student Employees.*

### **Student Assistant**

A Student Assistant is a temporary, part-time worker who is currently enrolled in, at minimum, a half-time credit load with the primary goal of achieving a degree. Positions are funded through fiscal year allocations to each CSU campus department. The Student Assistant classification is intended to provide a vehicle for students to work part time while they are in school, to enable them to gain valuable experience related to their educational goals, as well as to assist them with financial support during the period when they are in school. It is designed for people who are primarily students AND also work on campus part time. It is not intended that the Student Assistant classification be used when a staff classification is more appropriate. As distinguished from staff positions, student positions typically have fewer complex responsibilities and require fewer skills, less knowledge, experience, and training. Work hours are flexible to accommodate the academic program of the student.

### **Federal Work-Study**

Federal Work-Study is a federally funded student employment program. As a form of student assistance, students who are eligible for Federal Work-Study demonstrate financial need based on completion of the Free Application for Federal Student Aid (FAFSA) and are determined eligible by the Financial Aid and Scholarship Office.

The general components of the Federal Work-Study Program include:

- 1) Providing part-time employment opportunities to enrolled students to assist in meeting the costs of post-secondary education.
- 2) Employment opportunities, to the maximum extent practical, should be offered which will complement and reinforce the recipient's educational program or career goals.
- 3) Federal Work-Study employment may not impair existing service contracts or displace regular employees; it may not involve the construction, operation, or maintenance of any part of a building used for religious worship or sectarian instruction or involve any partisan political activity or nonpartisan political activity related to an election.
- 4) If a job is normally a paid position, a student may simultaneously receive academic credit and pay for the work performed. Work Study cannot be used to pay an undergraduate student a salary, commission, or fee.

**Bridge Student Assistant**

Bridge Student Assistants are also funded through fiscal year allocations. These are students who are employed during summer break and not enrolled in summer classes or are enrolled in less than 6 units. To qualify as a Summer Bridge Student Assistant, the student must have been enrolled as a CSU student for the prior Spring term as well as for the upcoming Fall term.

**Instructional Student Assistants, Teaching Associates and Graduate Assistants**

Instructional Student Assistants, Teaching Associates and Graduate Assistants are covered by Unit 11 collective bargaining agreement (UAW). **Issues related to Unit 11 should be directed to Academic Labor Relations Manager in Faculty Affairs at (760) 750-4052.** More information on Academic Student Assistants (Unit 11) can be found on the [Faculty Affairs](#) website.

**Class/Job Codes**

The California State University has issued Classification and Qualifications Standards for:

<b><u>Classification Title</u></b>	<b><u>Class/Job Code</u></b>
Bridge Student Assistant	1874
Non-Resident Alien Student Assistant	1868
Student Assistant	1870
Student Trainee - Work Study	1871

**General Policies****Non-Discrimination, Harassment and Retaliation in Employment**

The California State University (CSU) is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. It is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military and veteran status. With respect to employees, this policy extends to all employment practices, including recruitment, selection, hiring, promotion, training, compensation, benefits, transfer, separation, and other terms, conditions, or privileges of employment.

The CSU provides reasonable accommodation to qualified persons with disabilities unless doing so would impose an undue hardship. Reasonable accommodation determined by the campus following an interactive process with the employee to identify the nature and extent of the employee's restrictions and the appropriate reasonable accommodation.

The CSU strives to be free from all forms of unlawful Discrimination, Harassment and Retaliation. CSU Executive Order 1096 contains both the systemwide *policy* prohibiting discrimination, harassment and retaliation against employees (including student employees) and third parties, as well as the systemwide *procedure* for handling discrimination, harassment and retaliation allegations by employees (including student employees) and third parties.

Student Assistants may file a complaint of Discrimination or Harassment under CSU Executive Order 1096. See [Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation Against Employees and Third Parties and Procedure for Handling Discrimination, Harassment and Retaliation Allegations by Employees and Third Parties \[EO 1096\]](#).

**Eligibility**

It is the responsibility of the hiring department to verify and monitor student employee enrollment via the CMS/PeopleSoft Student Administration system each semester. The department must notify Human Resources and Payroll Services if a student employee no longer meets the specific classification criteria. Verification of enrolled units is essential in order to determine employment eligibility and the appropriate class code. If a student employee becomes ineligible during any given month, the department shall cease employment immediately. The student will be paid for any hours worked in the classification they occupied prior to their separation. Departments are required to immediately prepare and submit an Electronic Personnel Action Notice (ePAN).

***Student Assistant – Class/Job Code 1870***

- 1) Must be enrolled and attending classes at CSU San Marcos
- 2) A student employee must be continuously enrolled in at least 6 undergraduate units (includes credential students) or 4 graduate units during the academic year.
- 3) A student employee who withdraws from the University, or who is suspended, must stop working on the date of official withdrawal or suspension.
- 4) A student employee who is not returning to the University the following semester, is eligible to work through the last day of the pay period in their final semester.
- 5) No student is eligible to work until she/he has completed all steps of the hiring process. See [Hiring Process](#) below.

***Non-Resident Alien Student Assistant – Class/Job Code 1868***

- 1) Must be enrolled and attending classes at CSU San Marcos
- 2) A student employee with a Student Visa, F-1 and appropriate work authorization
- 3) Must be continuously enrolled in at least 6 undergraduate units (includes credential students or 4 graduate units during the academic year.
- 4) A student employee who withdraws from the University, or who is suspended, must stop working on the date of official withdrawal or suspension.
- 5) A student employee who is not returning to the University the following semester is eligible to continue working through the last day of the pay period for their final semester.
- 6) No student is eligible to work until he/she has completed all steps of the hiring process. See [Hiring Process](#) below.

***Work Study - Class/Job Code 1871***

- 1) Must be enrolled and attending classes at CSU San Marcos
- 2) Eligibility for work study is determined by the Financial Aid and Scholarship Office based on the Free Application for Federal Student Aid (FAFSA). A student must reapply each spring for the following academic year.
- 3) All work study recipients must make satisfactory academic progress toward a degree. The Financial Aid and Scholarship Office monitors the academic progress of all aid recipients.
- 4) A student employee who withdraws from the University, or who is suspended, must stop working on the date of official withdrawal or suspension.
- 5) A student employee who will be registered for only one semester must stop working on the last day of finals.
- 6) No student is eligible to work until she/he has completed all steps of the hiring process. See [Hiring Process](#).

**The hiring department and student are responsible for ensuring that the student does not exceed his/her work study earnings eligibility. A student may not be paid as a Work Study student once they have reached their award maximum.** Depending on the department budget, the hiring department may be able to

transfer the student to the Student Assistant classification once the work study earnings limit is reached. To continue employment after the work study student reaches their maximum award the employing department must submit an ePAN with the appropriate Student Assistant Classification (code 1870).

### ***Bridge Student Assistant (Summer) – Class/Job Code 1874***

- 1) In order to work during the summer, a continuing student must be enrolled at the University in the spring semester and plan to enroll in at least 6 undergraduate units or 4 graduate units at CSUSM in the fall semester.
- 2) A continuing CSUSM student employed during the summer need not be enrolled in any summer session classes.
- 3) A student may work up to 40 hours per week in the Bridge Student Assistant classification.
- 4) A student on an official Leave of Absence from the University during the spring semester is eligible to work during the summer, if she/he is planning to enroll for the required units at CSUSM in the fall. A student enrolled during the spring semester and approved for an official Leave of Absence for the following fall semester is eligible to work during the summer.

### **Allowable Work Hours**

**The hiring department and student employee are responsible to ensure the student does not work in excess of the maximum allowable hours as defined below.**

- 1) When classes are in session, a student employee may work up to, but not in excess of 20 hours per week.
- 2) When classes are not in session (i.e., finals week, semester break, vacation periods and summer recess) a student employee may work up to a maximum of 40 hours per week.
- 3) Students shall not work more than eight hours in one day.
- 4) Work Study students can start work on the first day of classes for the academic year when they receive their award.
- 5) Total hours worked in multiple departments (including CSUSM Corporation employment) may not exceed the hours per week limitations.
- 6) Departments are responsible for coordinating and tracking hour limitations.

### **Overtime**

**Under no circumstances shall a student employee be scheduled to work or be paid for overtime.**

### **Concurrent Employment**

- Any student may work at two or more jobs concurrently (Work Study and/or Student Assistant) as well as CSUSM Corporation student employment. The combined total hours may not exceed the **Allowable Work Hours** outlined above.
- A student appointed as a Graduate Assistant or a Teaching Associate who is also employed as a Student Assistant or Work Study Student is limited to 20 hours per week for the combined positions.
- The Student Assistant classifications are designed for individuals who are primarily students and work on campus part-time. Student employees **MAY NOT** be appointed to a student assistant classification and to a CSU staff classification on a concurrent basis.

### **Rest Periods**

A student employee working a consecutive four-hour work period is entitled to one 15-minute rest period with pay. A student employee working a full eight-hour day (i.e., summer break, semester breaks) is entitled to two 15-minute rest periods with pay and one 30-minute meal period without pay. A student employee working more than 6 hours must take a 30-minute meal period without pay. Paid rest periods may not be taken at the beginning or end of a work period and are not cumulative. The hiring department determines when rest periods are to be taken.

**Absences**

A student employee must notify the hiring department no later than the beginning of the scheduled work period when she/he is unable to work. In the case of an extended absence, the anticipated duration should be reported to the supervisor as soon as possible. The hiring department will approve or disapprove all absences.

**Employment Benefits**

Student Assistants, including Work-Study Students, and Bridge Student Assistants are NOT eligible to receive other employment benefits such as overtime pay, shift differential, paid holiday, vacation leave, sick leave, jury duty pay, retirement benefits\*, unemployment insurance, or permanent status.

\* Note: Bridge Student Assistants are automatically enrolled in a mandatory part time retirement plan during their bridge employment status. For more information on this, see [PST Fact Sheet](#).

**Workers' Compensation**

Workers' Compensation is an employer-paid benefit that provides for medical care, expenses and compensation (as applicable) to student employees who are injured or become ill due to a work-related condition. It is essential that a student employee immediately report any job-related accident or illness to their manager. The manager must notify University Police and Risk Management & Safety as soon as possible to facilitate medical attention. Additional information regarding Workers' Compensation is available from Risk Management & Safety at (760) 750-4502 and on their website at <http://www.csusm.edu/rms/wc/index.html>

**Motor Vehicle Usage**

A student employee who operates a State vehicle or personal vehicle for University business must follow the same procedures as other CSUSM employees, specifically:

- 1) The must possess a valid California driver's license and Defensive Driving certificate. The Defensive Driving certificate is received upon completion of Defensive Driving classes which are scheduled by Risk Management & Safety. The Defensive Driving certificate is valid for four years.

Contact: Safety, Health & Sustainability at (760) 750- 4502 or <http://www.csusm.edu/rms>

- 2) An Authorization to Use Privately Owned Vehicles on State Business ([STD 261](#)) form must also be completed before a student employee uses a personal vehicle for University business.

**Criminal Background Checks**

In accordance with the Background Check Guidelines for Designated Non-Faculty positions, criminal background checks may be required for student employees in designated sensitive positions. Designated sensitive positions are determined by HR in conjunction with the hiring department. Please contact Human Resources at (760) 750-4418 if you would like to request a background check for a newly hired student assistant.

**Hiring Department Responsibilities**

The hiring department is responsible for following University policies and procedures on student employment. These include, but are not limited to, writing position descriptions, working with the Career Center to post available positions, interviewing, hiring, training and evaluating student employees, reporting accurate payroll information, verifying student maintains appropriate enrollment throughout employment, monitor department and student allocations, and handling student employment issues.



Under the Higher Education Employer-Employee Relations Act (HEERA), the definition of a *supervisor* is any individual, regardless of the position description or title, having authority, in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment. **At California State University San Marcos, only appropriate administrators (MPP classifications) are permitted to serve as actual supervisors.**

*Lead workers* are defined as employees, who, when assigned by an appropriate administrator (MPP), provide work direction to other employees which includes allocating and monitoring the daily activities of assigned employees. Lead workers may assist in writing position descriptions for student employees; work with the Career Center to post available positions; interview applicants; assign duties; schedule and track hours of work; train student employees; report accurate payroll information and obtaining MPP approval; monitor department and student allocations; participate in making recommendations for hiring, discipline, and termination; and may provide input in performance evaluations decisions.

### **Position Description**

Position Descriptions will be prepared by the hiring department for student employment positions and posted on [Handshake](https://www.csusm.edu/careers/careerservices/handshake.html) (<https://www.csusm.edu/careers/careerservices/handshake.html>). Since student job responsibilities may change frequently, the supervisor is reminded to include the phrase, "Other related duties as assigned" in the position description. The position description will be available in the department and on the website for review by the student applicant and/or student employee.

The following may be useful in writing a position description:

- 1) Define the job responsibilities and duties.
- 2) Determine the qualifications for the position. This should include knowledge, skills, and abilities directly related to successful performance on the job.
- 3) Identify specific work hours. Decide the number of hours the student employee may work per week based on the department allocation, the student's hourly pay rate and the Work Study allocation, if appropriate. Identify specific work hours.
- 4) Position descriptions are available on Handshake for student applicants for review and consideration.

### **Job Posting**

Posting of campus student job vacancies gives all students access to information regarding employment opportunities. The job listing will be posted through the [Handshake](https://www.csusm.edu/careers/careerservices/handshake.html) (<https://www.csusm.edu/careers/careerservices/handshake.html>).

Student Assistant and Work Study vacancies will be advertised through Handshake at the Career Center. Applications will be forwarded to the hiring department. The hiring department should deactivate their job on Handshake as soon as vacancies are filled.

### **Interviewing**

The hiring department should develop an interview and selection procedure. To establish appropriate standards for selection:

- 1) Check the job requirements. Identify essential elements for successful performance on the job and evaluate the applicants in relation to those job requirements.
- 2) Give the student an accurate description of the job. Encourage the student to ask questions about the job requirements.
- 3) Encourage the student to talk about prior experience related to the job and to discuss their ability and

any special types of work in which they may be interested.

- 4) Tell the student the hourly rate of pay and the approximate hours of work available each week.
- 5) Keep notes on the responses made by each applicant to refresh your memory when making the selection.
- 6) Verify student is enrolled at CSU San Marcos for at least 6 undergraduate or 4 graduate units.
- 7) Check with the Financial Aid and Scholarship Office to determine if the student is eligible for or has been awarded Federal Work-Study.

### **Evaluation**

A written evaluation of a student employee's work performance is recommended. This is an opportunity for the hiring department to let the employee know how she/he is performing. The evaluation may be used to identify the student's employment strengths and areas needing growth and development, and to reinforce the department's expectations.

### **Hiring Process**

The hiring department may only hire a student who meets the eligible requirements for employment. See Eligibility. Once a position is offered and accepted, the student employee must go to Human Resources to complete sign in documents **prior** to the start of employment.

After the position has been filled, the hiring department should log on to Handshake and remove their job posting. Postings will remain active until deactivated by department.

### **Electronic Personnel Action Notice - ePAN**

#### *Student Assistant and Bridge Student Assistant*

The Electronic Personnel Action Notice (**ePAN**) is initiated by the hiring department and goes through an approval path which includes the Office of Human Resources and Payroll.

The ePAN form is available in OnBase. The effective date of employment on the ePAN should be the first day the employee will physically begin working. A new ePAN must be submitted if you rehire the employee in a subsequent year. All ePANs are due on the 5<sup>th</sup> of effective dated month in order to provide sufficient processing time and establish the employee's employment record. Any subsequent changes to a student's employment (e.g. pay range, early termination, etc.) require a new ePAN.

#### *Work-Study*

The hiring department initiates an Electronic Personnel Action Notice (**ePAN**) form and will automatically route to the Financial Aid and Scholarships Office. Once approved, the ePAN will route to Human Resources and Payroll for further approval. For additional information regarding the ePAN process, refer to the Student Assistant reference above.

### **Student Employment Sign In Process**

All student employees, regarding of classification, must complete sign-in documents at the office of Human Resources and Equal Opportunity. Student employees must provide the documentation listed below:

- 1) Completed [Student Employment Check-In Sheet](#)
- 2) A current photo ID card **and** original social security card (names on both documents **must** match and must be unexpired).
- 3) Documents establishing eligibility to work. (A list of acceptable documents can be found on the Student Employment Check-In Sheet, or on the [Human Resources](#) website.
- 4) Non-Resident and Resident Alien student employees are required to provide additional employment eligibility documents and complete the NRA/RA Glacier software registration.

## Salaries

### Skill Level / Pay Range

#### **Student Assistants, Work Study Students, Bridge Students and NRA Students**

Student Assistants are paid on an hourly basis. The rate of pay should be determined by reviewing the following:

- Prior related work experience
- History of work experience in the department
- Range and complexity of duties
- Knowledge and skill requirements
- Internal equity with other students within the unit

The CSUSM Student Assistant Salary Schedule includes four skill levels and salary ranges. Hourly pay rates for student employees must be set according to this schedule. See Attachment A.

### *Skill Level Definitions*

The purpose of these standards is to provide campus-wide consistency in distinguishing between the different levels of skill for duties performed by student employees, and to promote comparable pay rates for equivalent work.

### *Pay Range Placement*

Most newly hired students should typically be placed at the minimum of the appropriate salary range. Higher level placement (anything higher than the current minimum wage) requires a written justification. Written justifications can be attached to the ePAN.

### Salary Increases

**Service Increase** (Increase within the range) – A student employee may be considered for a service salary increase at a maximum amount of five percent (5%) after successful completion of:

- 1) A minimum of 500 hours at a single salary rate;
- 2) Performing the same, or similar type of work; and
- 3) Satisfactory performance within a department.

- ***Only one service salary increase may be granted in a fiscal year.***
- A service salary increase is not transferable to other departments in the University or to a higher skill level.
- The hiring department is responsible for tracking eligible student hours and submitting an ePAN.
- Service Increases are effective on the first day of the pay period after all conditions for the increase have been met.
- ePANs are due by the 5<sup>th</sup> day of the month in which the increase is effective. Retroactive Service Increases are not accepted.
- Service Increase ePANs received after the due date will be effective on the first day of the next available pay period if all conditions have been met.

It is recommended that you submit ePANs as early as possible to provide ample processing time.

### *Promotion*

(Promotion to next skill level) – If a student employee is assigned duties with a higher level of responsibility or difficulty, the student employee must be placed at the appropriate skill level and pay range for the work that is performed. A rationale should be attached to the ePAN justifying any hourly rate over minimum wage.

- 1) A new ePAN must be submitted outlining the new and increased responsibilities, which will be routed to Human Resources for review and approval.
- 2) Promotions should be effective on the first day of the appropriate pay period.
- 3) ePANs are due by the 5<sup>th</sup> day of the month in which the increase is effective. **Retroactive promotions are not accepted.**
- 4) Promotion ePANs received after the due date will be effective on the first day of the next available pay period if approved.

It is recommended that you submit ePAN’s as early as possible to provide ample processing time

## Payroll Services

The hiring department is responsible to ensure that student employee payroll information is accurate, complete and submitted to the appropriate office in a timely manner. Information on payroll procedures and deadlines is available on the [Payroll website](http://www.csusm.edu/Payroll) (www.csusm.edu/Payroll).

The [Payroll Deadline and Payday Calendar](http://www.csusm.edu/payroll/calendars.html) for student employees and hourly employees can be accessed on the Payroll website (www.csusm.edu/payroll/calendars.html).

### Online Time Reporting

Hours worked should be entered online each day. **Students have until the final day of the month to enter all hours worked for the pay period.** Access the User Guides for on-line time reporting instructions at the following website: <https://my.csusm.edu>

Sign in to the campus portal and select:

***My HR Information > User Guides***

The hiring department must verify the accuracy of the hours submitted on-line prior to approving the hours for payment.

- 1) Only report hours on actual day/month employee worked
- 2) Partial hours must be reported in tenths as indicated below:

Student Employee Conversion Chart	
Minutes	Tenths
1-6	1
7-12	2
13-18	3
19-24	4
25-30	5
31-36	6
37-42	7
43-48	8
49-54	9
55-60	1 hour

- 3) Do not report weekend or holiday hours when the University is closed, unless the student employee actually worked – additional department verification is required.
- 4) Meal periods are unpaid and should not be included in hours reported online.

**Late Timesheets**

If the deadline for entering hours on-line is missed: print, complete and submit an adjusted time sheet.

- 1) Log on to <https://my.csusm.edu>
- 2) Sign in to the campus portal and select:
- 3) *HR Administration > PeopleSoft HR Access*
- 4) Then use the following navigation:
  - a. *CSUSM Custom>Hourly Employee Timesheet Adjustment*
- 5) Deliver the completed timesheet as soon as possible to:
  - a. Financial Aid and Scholarship Office if Work Study student employee or
  - b. Payroll Services if Student Assistant
- 6) The student employee's paycheck will be delayed.

**Payday**

Student employee payday is typically scheduled on the 15<sup>th</sup> of each month. Checks are available after 1:00 PM in the Cashier's Office. Student employees must present a valid CSUSM Student ID card when picking up paychecks. Late student employee pay day is scheduled for the 25<sup>th</sup> of the month after 1:00 P.M. The [payday calendar for student employees](http://www.csusm.edu/payroll/calendars.html) is available on the payroll website ([www.csusm.edu/payroll/calendars.html](http://www.csusm.edu/payroll/calendars.html)).

**Taxes**

All wages paid to a student employee by the University, including those earned through the Federal Work-Study Program are subject to federal and state income taxes and must be reported. Questions on exemptions or the withholding of taxes should be directed to Payroll Services.

All student employees will receive a Wage and Tax Statement Form W-2. W-2 forms are mailed directly from the State Controller's Office to the individual student employee. It is important that all student employees provide the Payroll Office with a current home/ mailing address for W-2 purposes. Student employees are responsible to notify Payroll Services when their home/ mailing address changes. If the W-2 form has not been received by the end of January, the student should contact Payroll Services.

**Work Study Program****Responsibility for Monitoring Allocations**

- 1) It is the joint responsibility of the student employee and the hiring department (employer) to ensure that the student employee does not work in excess of their Federal Work-Study allocation.
- 2) A student employee may not continue to work and be paid under the Federal Work-Study program once their earnings reach their annual award maximum.
- 3) Student employees who are allowed to work beyond the Federal Work-Study allocation must be paid for hours worked, but the hiring department will be responsible for funding hours worked in excess of the award maximum allocated to the student employee.
- 4) Depending on the department budget, the hiring department may be able to transfer the student employee to the Student Assistant classification once the total work study allocation has been earned.
- 5) To continue employment after the work study student employee has earned the total amount of the Federal Work-Study award, the employing department must submit an ePAN with a position number that reflects a FWS student (job code 1870).

**Revision in Award Amount**

Occasionally, a student receives a revised Federal Work-Study award. The award may be increased because

the student declines other aid or has additional expenses to cover. Additionally, it may be reduced due to the receipt of additional aid or other financial resources that were not known at the time the Federal Work-Study award was approved.

Decisions regarding increases or decreases in awards are made by the Financial Aid and Scholarship Office in accordance with federal, system-wide, and University policy.

Any questions about a possible increase to an individual student's award should be directed to the Financial Aid and Scholarship Office.

If the student's award is changed, the student receives a revised Award Notice of Financial Aid indicating the new amount(s) of aid. It is the student's responsibility to notify the hiring department of the revised amount.

In the event it is necessary to cancel a student's remaining Federal Work-Study, the student and the hiring department are notified that the student must stop receiving Federal Work-Study compensation immediately.

## **Employment Issues**

Employee/employer issues are best resolved at the department level. However, the Director of the Career Center or a Human Resources Analyst is available for consultation on employment problems.

The following suggestions have been proven successful for others:

- 1) Review job responsibilities and the hiring department's expectations. Specify where change or improvement is necessary.
- 2) Address problems as they arise, not after they accumulate.
- 3) If a reprimand or discipline is being considered, the hiring department should consult with Human Resources.
- 4) Establish a specified time period for improvement.
- 5) Follow up with the student regarding their performance.

## **Termination**

- Federal Work-Study and Student employment is temporary and may be terminated by the supervisor or the student employee at any time. It is recommended that reasonable notice be given, if possible.
- Managers should consult with a Human Resources Manager prior to terminating a student employee for performance reasons. As employees, Student Assistants are covered by nondiscrimination laws and may file a complaint of discrimination or harassment under CSU Executive Order 1096.
- A written termination notice to the student employee is not required. The hiring department will need to submit an ePAN to separate the student employee and delete the employee from the student payroll roster.

### *Payment of Wages at Separation*

The California Labor Code requires that wages be paid to terminating employees within certain timeframes. Payment of wages upon separation applies when an employee separates for reasons other than completion of an established assignment. If a student employee terminates for any reason, other than completion of established assignment, the department must notify Payroll Services immediately so that a final paycheck can be generated in a timely manner.

# ATTACHMENT A

## California State University San Marcos Student Assistant Salary Schedule

These salary level guidelines are provided to assist departments in determining the appropriate salary placement for student employees. New appointments are generally placed at the minimum of the appropriate pay range to allow growth within the range. Salary for Student Employees should be based on the overall complexity and scope of assigned duties—not on funding source (e.g., regular student employment vs. Work-Study). It is the department’s responsibility to establish job duties and ensure that Student Employees are compensated appropriately and equitably for the work performed.

For questions and advice regarding student employee salary placement, contact Human Resources 760-750-4418.

There are no official CSU classification levels for Student Employees; however, the following information may be used as a general guide in establishing salary:

Level	General Description of Duties	Typical Duties	Recommended Salary
1	Entry level position, under immediate supervision, performs routine tasks requiring no previous experience, specific education, or specialized skills. Duties are routine, repetitive, and non-technical; little independent problem-solving or decision-making required; work may require light, if any, physical exertion. Tasks are learned quickly after a brief training period.	Shelving books; clerical tasks such as filing, photocopying, data entry and general clerical support tasks; cleaning lab equipment and simple cashiering.	Low end of salary range
2	Mid-level position, under general supervision, performing duties involving a higher degree of skill and/or responsibility; work may require prior experience, training, knowledge or specialized skills. Typically requires discretion in judgment and decision-making. Tasks may be performed with greater independence; job involves moderate to heavy physical exertion; may operate light equipment or machinery.	Clerical tasks requiring data entry and word processing proficiency; receptionist duties necessitating a thorough knowledge of office policies, procedures & programs; responsibility for coordinating the work of lower-level student employees; assist with entering complex budget information; complex cashiering.	Mid-range
3	Highest level position, under general or job-related specific supervision, completes highly complex assignments requiring specialized knowledge, education and previous experience. May direct the work of others, consult with others, both on- and off-campus, and may be responsible for the project/assignment from conception through implementation and evaluation. Work is typically in specialized areas; work is semi-skilled, technical, or administrative; requires interpretation, reasoning, and independent judgment; may include skilled laboring jobs.	Typical duties include but are not limited to providing technical support to Faculty/Staff/Students; computer analysis and programming; complicated or technical research; assist with complex budget spreadsheets & perform complex clerical tasks.	High end of salary range

### Student Employee Salary Range

All On-Campus Student Employees	\$16.50 up to	\$24.00 per hour
<i>Off-Campus</i> Work-Study	\$16.50 up to	\$24.00 per hour

**Student Employees may not be appointed below the minimum or above the maximum salary range.**