

financial need according to federal guidelines. The federal government pays a percentage of the student's salary and the university pays the remainder.

- *Federal Work Study On-Campus* students perform duties on campus.
- *Federal Work Study Off-Campus* students perform duties off campus

CSULB's Federal Work-Study Program includes a provision that student workers cannot earn in excess of their academic year award. It is both the student and employer's responsibility to maintain a cumulative record of the student's gross earnings. FWS student employees must stop working once they have earned their full allotment. Any earnings above the student's FWS allocation will result in a charge to the employing department for the earnings beyond the student's FWS award.

The Office of Financial Aid sends a "warning" notice to the student employee's supervisor when his/her earnings reach a certain threshold (40% for fall and 80% for spring). The student employee's supervisor should carefully review how many hours the student employee has left to earn and plan accordingly.

The student employee's FWS award should be earned over the entire academic year, 50% of the FWS award should be earned during the fall and 50% during the spring. Student employees may not earn their full award during July and August or during only one semester. If a student employee doesn't earn the full 50% of his/her award during the fall semester, the remaining FWS funds may be earned during the following spring semester.

If the student employee has earned his/her full allocation and the department would like to pay the student using regular student assistant funds, a completed Student Employment Payroll Transaction Form (SEPTF) must be submitted to Payroll Services (Brotman Hall, Room 353). The SEPTF must include the type of action, student employee's name, employee id number, employee record number, effective date, department name, position number, and the hourly rate. It must also be signed by the appropriate administrator and student employee.

For additional information on the Federal Work-Study Program, please refer to the Federal Work-Study Supervisor's Guide available at the Financial Aid Office (Brotman Hall, Room 123) or electronically at the Student Administration Procedures and Forms link: http://www.csulb.edu/divisions/af/cms/end_user/SA/forms/. You also may contact the Federal Work-Study Coordinator at (562) 985-5852.

Nonresident Alien Student Assistant (Job Code 1868)

The "Student – Nonresident Alien Tax Status" classification was established by the State Controller's Office to help campuses meet federal tax compliance requirements for students in a nonresident alien tax status. (See the Taxation of Student Assistant Earnings/W-2 Reporting section for further details.)

Summer Bridge Student Assistant (Job Code 1874)

Student Assistant employees, including those classified as “resident alien” for tax purposes, not attending classes on *campus* during the summer (May 24th through August 23rd) are placed in the Summer Bridge classification. In the Summer Bridge classification, students are allowed work up to 40 hours per week. This classification was established to help campuses meet federal tax compliance requirements for students not exempt from contributing to certain taxes. (See the Taxation of Student Assistant Earnings/W-2 Reporting section for further details.)

Work-Study student employees (job code 1871) and Nonresident Alien student employees (job code 1868) are exempt from the Summer Bridge classification. However, they are not allowed to work over 20 hours a week if they are enrolled in classes on **campus** during the summer.

Work Hours - Limitations

- **Daily:** A student employee may only work up to 8 hours a day. *No exceptions.*
- **Weekly:** Student employees may work up to 20 hours per week during regular academic periods and up to 40 hours per week during academic breaks (*including Spring break*) if they are not enrolled in classes on *campus*. This hourly restriction is inclusive of all employment within the CSU system.
- **Monthly:** In a 21 day pay period, a student employee is allowed to work up to 168 hours. In a 22 day pay period they are allowed to work up to 176 hours. Please refer to the Payroll Calendar for the number of days in a pay period. The electronic version can be found at the Payroll Services Forms Link: <http://daf.csulb.edu/forms/bhr/payrollbenefits/index.html>.

Reminder: Federal Work Study student employee cannot earn more than their total Federal Work Study award.

Concurrent Appointments

Student employees may be concurrently employed as a Student Assistant, Work-Study Student Assistant, Graduate Assistant and Teaching Associate as long as they don't exceed a combined total of 20 hours per week during a regular semester and 40 hours per week during a semester break (if they are not enrolled in classes on campus). However, student employees may not concurrently hold a staff or lecturer/faculty position or two concurrent work-study positions.

Compensation

Salary for student employees should be based on the complexity and scope of the assigned duties – not the funding source (i.e., 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. Salary also should be established before recruiting/searching/advertising for student employment.

There are four levels of student employees (Classifications I, II, III and IV). Each level has a separate salary range and complexity of skills and job experience. The following lists these four levels:

- ✓ *Classification I: Entry Level and Basic Still Level*
- ✓ *Classification II: Skilled and/or Experienced Assistant Level*
- ✓ *Classification III: Student Specialist*
- ✓ *Classification IV: Experienced Specialist*

For further information regarding appropriate compensation for certain levels of job duties, go to http://daf.csulb.edu/offices/bhr/hr_management/payroll/stud_sal_sched.html.

Benefits/Parking/Workers' Compensation

Student employees are only paid for time worked. They don't accrue vacation, sick or holiday credit nor are they eligible for CSULB employee parking, health benefits, direct deposit or overtime pay.

However, if a student employee suffers an injury on the job or due to his/her job, the student employee is entitled to Workers' Compensation benefits. Injuries include those caused by one event like a fall, or repeated exposures, such a repetitive motion over time. Everything from first-aid type injuries to serious accidents is covered. Student employees must immediately notify their supervisor or the Safety & Risk Management Workers' Compensation Specialist at (562) 985-2283, of a work illness or injury.

Hiring Process

Recruitment

It is the responsibility of each department to recruit for its student employees. The CSULB Career Center Development Center's BeachLINK (a password-protected job and internship bank, exclusively for CSULB students) must be used to post student assistant appointments. Departments also may obtain students via word of mouth and hard copy postings if the same position is posted with BeachLINK as well.

BeachLINK offers departments the ability to:

- Upload unlimited student assistant job postings free of charge
- Review and download student resumes
- Contact student applicants via e-mail

To access BeachLINK and to post on-campus employment opportunities for students, visit the Career Development Center link: <http://www.careers.csulb.edu/> or contact the center at (562) 985-9251.

Also, there is an annual Work Study Fair which is typically held in August before the fall semester begins. The Work Study Fair is conducted by the Financial Aid Office. Departments can register and be given a table for the recruitment of Federal Work Study student employees on the date the Fair is held.

Departments are encouraged to develop a formalized recruitment and interview process, including the creation of a position description, when hiring student employees.

Interviewing

Every office may have its own process for interviewing students for employment. Some offices conduct student employment interviews in a group setting while others conduct one-on-one interviews. 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.

Sign-In Process

Upon completion of the recruitment and selection process, the department must notice the student employee of his/her conditions of employment and new employee sign in process. Departments are responsible for the timely sign in of its student employees including completion of all new employee paperwork.

General Student Assistant Sign-In Instructions

1. The hiring department/supervisor must ensure the student employee is currently enrolled in at least 6 units.
2. The supervisor must complete Sections 1 & 2 of the Student Employment Payroll Transaction Form (SEPTF).
3. The student employees must complete Section 3 of the SEPTF.

4. The supervisor must ensure the SEPTF is signed by both the authorized administrator and the student employee.
5. The student employee must take the SEPTF to Payroll Services (Brotman Hall, Room 353) and complete the hiring packet within 3 days of his/her date of hire. The student employee will need to present an original Social Security Card and documents that satisfy employment verification (I-9) requirements.

Social Security Card: Student employees must present an **original** Social Security Card at the Payroll Services (Brotman Hall, Room 353). If the student has lost or misplaced his/her Social Security Card, the student must apply for a duplicate at their local Social Security Administration Office. To *begin* the Payroll sign-in process, the student employee must present a *receipt* from the Social Security Administration Office that includes the student employee's name *and* Social Security number. Please note the student employee will need to present his/her *original* Social Security Card to Payroll Services within 90 days.

Employment Verification (I-9 process): The Immigration and Control Act of 1986 prohibits employers, including the CSU, from knowingly hiring any individual not authorized to work in the United States and from knowingly continuing to employ any individual who is not authorized to work in the United States. Therefore, all student employees must complete a form I-9 *within 3 days of their date of hire*. To meet I-9 requirements, student employees must present documents that establish both their identity and employment eligibility.

Oath of Allegiance: As required by the Constitution of California, every state employee, except legally employed noncitizens, must sign an oath of allegiance or affirmation before commencing duties of their state employment. Noncitizens must sign a Declaration of Permission to Work. The oath of allegiance and declaration of permission to work are part of the Payroll Services hiring packet.

Student Employees who are minors (Work Permit): Minors who are high school graduates or who have obtained a certificate of proficiency are not required to obtain a work permit. However, they are subject to state and federal restrictions on the type of work they can perform. In general, minors may work in occupations involving clerical or office work, cashiering, selling, modeling, art work, work in advertising departments, window trimming, price tagging, assembling orders, packing, shelving, errand and delivery work (by foot, bicycle and public transportation), clean-up work and maintenance of grounds. Minors may *not* work in occupations that involve power machinery, kitchen work, and certain work in connection with the maintenance of cars, trucks, machines or equipment, or work in warehouses.

International Employees (Instructions in addition to the above)

1. International student employees who have never applied for a Social Security Card will need to obtain instructions on how to apply for one from the Center for International Education (Brotman Hall, Room 201).
2. After visiting the Center for International Education, student employees must apply for a Social Security Card at the local Social Security Administration Office.
3. Student employees must present a **receipt** from the Social Security Administration Office to begin the Payroll sign-in process. Please note student employees will need to present their **original** Social Security Card to the Payroll Office as soon as they receive it to finalize the sign-in process.
4. After completing the hiring packet, the student employee must make an appointment with the University Tax Analyst to discuss his/her tax withholding options.

Work-Study Student Assistant (Instructions in addition to above)

1. The student employee must obtain a Federal Work-Study Referral Form from the Financial Aid Office (Brotman Hall, Room 123). A financial aid representative must complete Section A of the referral form.
2. The supervisor must complete Sections A & B of the Work-Study Referral Form.
3. The student employee must complete Section 3 of the SEPTF and Section C of the Work-Study Referral Form.

Hiring Responsibilities

The following matrix provides departments with the necessary tasks departments and student employees should consider during the hiring process and ongoing employment. The tasks are listed by responsible party.

Responsible Party	Task
Hiring department and/or supervisor	MUST OCCUR DURING HIRING PROCESS: Confirm that the student employee is currently enrolled in at least six units before hiring him or her.
	MUST OCCUR DURING HIRING PROCESS: Complete a "Student Employee Payroll Transaction Form" (SEPTF).
	MUST OCCUR DURING HIRING PROCESS: Where the hiring department hires a work-study assistant, the supervisor must complete the "Campus Work-Study (CWS) Referral Form.
	MUST OCCUR DURING HIRING PROCESS: Instructs the student employee to sign in at the Payroll Office prior to beginning employment but no later than 3 days from the date of

	employment.
Responsible Party	Task
Hiring department and/or supervisor	<p>MUST OCCUR DURING HIRING PROCESS: Arranges mutual and agreeable work schedules so that student employee does not work over 20 hours a week when school is in session and not more than six (6) hours (of continuous work) a day without a half hour lunch break.</p> <p>ONGOING RESPONSIBILITY: Verifies correctness of Student Voucher after student employee has signed and submits the department timekeeper by the student time entry deadline.</p> <p>ONGOING RESPONSIBILITY: Initiates a Student Performance Evaluation Report for Merit Salary Increases and/or progress reports as necessary.</p> <p>ONGOING RESPONSIBILITY: Coordinates pertinent student employment forms and transactions with employee’s immediate supervisor.</p>
Payroll Services	<p>ONGOING RESPONSIBILITY: Change the position number on the vouchers back to 1870, 1871, or 1872 on August 24th (September payroll). “Move” student employees into the appropriate classification 1874 during the summer.</p>
Student assistant (SA)	<p>MUST OCCUR DURING HIRING PROCESS: International students holding F1 Visas must secure approval from the Center for International Education, BH-201. The instructions are included on the SEPTF, Section C.</p>
Work-study assistant (WSA)	<p>MUST OCCUR DURING HIRING PROCESS: Student must apply to Financial Aid Office (Brotman Hall, Rm. 123) for financial assistance. The student employee must complete a financial aid form and all required supplemental materials on an established calendar of deadline dates. The Financial Aid Office will make determination of eligibility and communicate this to the student employee in the form of an award notification, which will take place on an established schedule.</p>
WSA	<p>MUST OCCUR DURING HIRING PROCESS: Student must attend the work study job fair to apply for available job opportunities.</p>
WSA	<p>MUST OCCUR DURING HIRING PROCESS: When a job selection is made, the student must obtain a completed “CWS Referral Form” from the Financial Aid Office before going to the department.</p>
SA and WSA	<p>MUST OCCUR DURING HIRING PROCESS: Student must</p>

	bring completed SEPTF to Payroll Office (BH-353 via BH-344).
Responsible Party	Task
WSA	MUST OCCUR DURING HIRING PROCESS: Student must complete the “CWS Referral Form.” The prospective employer must also complete the “CWS Referral Form.”
SA and WSA	MUST OCCUR DURING HIRING PROCESS: Student employee must complete the necessary employment forms prior to beginning work but no later than 3 days from the date of employment.
SA and WSA	MUST OCCUR DURING HIRING PROCESS: Because the Social Security number is the sole employee identifier for tax reporting purposes, the Internal Revenue Service and California Franchise Tax Board regulations both require the SSN to report income and taxes. As such, students must bring his/her <i>original Social Security Card</i> with him/her to Payroll Services.
SA and WSA	MUST OCCUR DURING HIRING PROCESS: For employment eligibility verification purposes, the student employee must bring documentation of employment eligibility verification to Payroll Services.
SA and WSA	MUST OCCUR DURING HIRING PROCESS: The student employee will be required to complete: <ul style="list-style-type: none"> • an oath of allegiance, or • a declaration of permission to work, • a W-4 tax withholding statement, • a designee (beneficiary) form, and • an Employment Eligibility Verification Form (I-9).
SA and WSA	ONGOING RESPONSIBILITY: It is VERY important that the student employee notify Payroll Services of a name or address change immediately. Address changes can be done via MyCSULB.
WSA	ONGOING RESPONSIBILITY: Student and department must maintain a cumulative record of gross work-study earnings and may not work in excess of the amount indicated on the work-study authorization form.

- **NOTE:** *It is important that a student employee not begin working (or no later than 3 days after date of employment) until ALL employment forms are completed and documented by Payroll Services. The hiring department could be held liable for a student injured on the job who does not have all employment paperwork finalized.*
- **NOTE:** *Students must be separated from all CSU employment for 90 days to be eligible to withdraw their retirement funds from DPA PST.*

Orientation and Training

The immediate supervisor has overall responsibility for ensuring that new student employees receive full new employee orientation and any necessary training while employed as a student assistant. Orientations and training may vary from department to department.

How Student Employees Get Paid

Pay Period and Pay Day

The student assistant pay period begins on the 24th of the month and ends on the 23rd of the following month. Student paychecks are distributed at the Cashier's Office (Brotman Hall, Rm. 148) on the 15th of the month (for hours earned the previous month). If the 15th falls on a Saturday, paychecks will be distributed on the prior Friday. If the 15th falls on a Sunday, paychecks will be distributed the following Monday. Paychecks will not be distributed earlier than the scheduled time nor will they be distributed to someone other than the student employee. Student employees must show an official identification card in order to pick up their paycheck. This form of ID must be a picture ID – either a CSULB student ID, a driver license or other government issued ID including a passport.

Student employees may request to have their paychecks mailed by submitting a self-addressed stamped envelope along with a *signed* memorandum to Payroll Services (Brotman Hall, Room 353) or the Cashier's Office. The memorandum should include the student employee's name, employee id number and pay period of the check they would like mailed.

Lost or Destroyed Paychecks

Student employees who have lost or destroyed their paychecks must complete a *Request for Duplicate Controller's Warrant/Stop Payment Form* at Payroll Services (Brotman Hall, Room 353). The process to place a stop payment on a paycheck and receive a duplicate paycheck (if the original paycheck hasn't been cashed) takes 2 to 4 weeks. If the original paycheck was cashed, Payroll Services will receive copies of the cashed paycheck.

Time Reporting

Time Vouchers: Supervisors must ensure the student employee signs and certifies hours worked each month on a student time voucher. Time vouchers that aren't signed by the authorized administrator and/or student employee should not be processed. It is the responsibility of the student timekeeper to ensure the proper signatures are on the time

voucher before the time is entered electronically. Student time vouchers may be retained at the department level or submitted to Payroll Services for retention. Pursuant to the CSULB's Records/Information Retention and Disposition Schedule, in response to Executive Order 1031, "records of hours worked" must be retained for 4 years. Student time vouchers are accessible for printing via PeopleSoft each month. This process allows student timekeepers and/or approvers to print vouchers on demand. They may be printed on or after the 9th of each month. Instructions on how to print student time vouchers can be found at the Payroll Services link:

http://daf.csulb.edu/offices/bhr/hr_management/payroll/guides/index.html

Payroll Time Entry System: Student assistant time is reported and approved electronically by authorized timekeepers and approvers during a designated time frame. For information on obtaining security access for to the time entry system, please contact the Security Administrator at (562) 985-4411.

The time entry system opens up on the 15th of each month and is available until close of business on the 1st of the following month for time entry and approval. To guarantee payment on the 15th, student time *must* be entered and approved by the 1st.

Time not approved in the time entry system on the close of business on the 1st must be submitted to Payroll Services on a Student Employee Adjustment Form. This applies to adjustments for current and previous pay periods as well as adjustments for overpayments, underpayments and separations. Payment for time submitted on a Student Employee Adjustment Form (for the current pay period) will be issued after the 15th. Payment for previous pay periods will be issued within 2 weeks of the time Payroll Services receives the adjustment form.

Changes to a student employee's job record for the current pay period being processed, must be submitted on a Student Employment Payroll Transaction Form (SEPTF) by the 23rd of the month. This will ensure that those changes are reflected on the timekeeping system before the closing date. This includes SEPTF's submitted for hourly rate changes, position number changes, rehires, concurrent appointments and separations. For example, to change a student's hourly rate for the September Pay Period (08/24/XX – 09/23/XX), Payroll Services would have to receive a SEPTF by 09/23/XX.

Name and Address Changes

Name Change: Payroll Services must be notified of name changes immediately. The student employee must present an original Social Security Card listing his/her new name and complete a CSU Student Payroll Action Request Form (SPAR) at Payroll Services.

Address Change: There are two methods for a student employee to update his/her address:

1. Electronic: through MyCSULB

2. Paper/Hard Copy: by completing a CSU Student Payroll Action Request Form (SPAR) at Payroll Services (Brotman Hall – 353)

If the student employee is updating his/her address through MyCSULB, the student employee must update his/her *mailing address* and must always use a permanent address. Dorm addresses are not acceptable.

A student employee's most recent address is referenced for W-2 distribution; therefore, it is important for student employees to update their address immediately.

Taxation of Student Assistant Earnings/W-2 Reporting

Taxation of Earnings: New student employees may select their withholding status when signing in at Payroll Services. The Internal Revenue Service (IRS) excludes from Social Security and Medicare coverage services performed by students employed by a college or university provided the student employee is enrolled at least half-time and regularly attending classes. To be excluded from Social Security and Medicare taxes, a student employee must be enrolled in 6 units per semester.

Bridge Student Assistant: Student employees not meeting the enrollment requirement of 6 units are required to contribute 7.5% of their gross pay into the Part-time/Seasonal/Temporary (PST) Retirement Plan in lieu of Social Security coverage and 1.45% into Medicare tax. This is often the case when students continue employment during summer breaks. When student employment does not meet the enrollment requirement, departments must place student employees in the Bridge Student Assistant classification. At the end of the summer bridge program, student employees have the option of withdrawing the PST retirement funds that were withheld from their paychecks 90 days after the last contribution posted. To do so, they must complete a PST Benefit Payment Application, available at Payroll Services (Brotman Hall, Room 353).

Nonresident Alien Student Assistant: Students employed under this classification are exempt from paying into the Part-Time/Seasonal/Temporary (PST) Retirement Plan and Medicare during semester breaks. This exemption will continue until the student employee becomes a "Resident Alien" for tax purposes. Once a student's status changes to "Resident Alien" for tax purposes, he/she will need to be paid as a regular student assistant (job code 1870). The University Tax Analyst will determine which students fall under the "nonresident alien tax status" classification and will monitor any changes. Payroll Services will notify the department timekeeper of those student employees' whose classification has changed to "Resident Alien" for tax purposes.

W-2 Reporting: W-2's are mailed by the State Controller's Office in Sacramento, CA at the end of January each year. To apply for a duplicate W-2, students must download a **Request Duplicate W-2 Form** from the State Controller's Office website. This form may be accessed online at http://www.sco.ca.gov/ppsd/empinfo/howto/dupw_2.shtml

Pay Rate Changes

Promotion

Promotions are warranted when a student employee's job responsibilities/duties are changing or increasing. The new hourly rate may fall within the existing pay level or within a new level. Please refer to the Student Assistant/Work-Study Salary Schedule for information on the different pay levels.

http://daf.csulb.edu/offices/bhr/hr_management/payroll/stud_sal_sched.html

To process this type of hourly rate change, Payroll Services (Brotman Hall, Room 353) must receive a Student Employment Payroll Transaction Form (SEPTF). The SEPTF must include the type of action, effective date, student employee's name, employee id number, employee record number, department name, position number, pay level, and the new hourly rate. It must also be signed by the appropriate administrator and student employee.

Merit Salary Increase

Merit salary increases can be given. Periodic performance reports should be conducted to assess the work of the student employee to determine whether a pay increase is warranted.

Merit salary increases are not mandatory. The decision to grant a merit salary increase is based on several factors including: job performance, service hours in a given capacity, and the availability of funds. It is a matter of employer discretion and must be requested by the supervisor and approved by the appropriate administrator.

To be considered for a merit salary increase, the student must accumulate a set number of hours. Refer to the chart below for information on the required number of hours.

Merit Salary Increase (MSI)				
	<i>1st MSI</i>	<i>2nd MSI</i>	<i>3rd MSI</i>	<i>4th MSI</i>
Minimum # of Hours Required to be Eligible for an MSI	280 hours	400 additional hours (total of 680 hours)	520 additional hours (total of 1200 hours)	640 additional hours (total of 1840 hours)
For each additional MSI add 120 hours to the minimum # hours required for the previous MSI (i.e. the 5th MSI would require an additional 760 hours (640 + 120), for a total of 2600 hours.				

The supervisor is responsible for evaluating the student employee's performance following the length of service indicated in the above chart, if a merit salary increase is being considered. If necessary, the supervisor should contact Payroll Services for verification of accumulated hours.

It is recommended for supervisors to evaluate a student employee's performance by completing a Departmental Student Performance Report. The performance report should be shared with the student employee and a copy should be retained at the department level. The form must be signed by the appropriate administrator and student employee.

To process a merit salary increase, Payroll Services (Brotman Hall, Room 353) must receive a Student Employment Payroll Transaction Form (SEPTF) and a Departmental Student Performance Report. The SEPTF must include the type of action, effective date, student employee's name, employee id number, employee record number, department name, position number, pay level and the new hourly rate. It must also be signed by the appropriate administrator and student employee.

Please note hourly rate changes for work-study student assistants must be approved by the Financial Aid Office before they are forwarded to Payroll Services. The student employee's supervisor can obtain approval via phone or e-mail.

Separation and Clearance Process

Student employee supervisors must immediately notify Payroll Services of a student employee's separation. They must do so by completing a Student Employment Payroll Transaction Form (SEPTF). The SEPTF must include the type of action, student employee's name, employee id number, employee record number, department name, hourly rate, position number, and the **date of separation** (under the appointment end date). It must also be signed by the appropriate administrator and student employee. If the student is no longer available for signature, please write "unavailable for signature."

If the student employee is separating prior to the closing of the timekeeping system, the following must be submitted to Payroll Services to ensure the student employee's last payment is processed in a timely manner:

- Separation SEPTF which includes the appointment end date
- Student Employee Adjustment Form
- Time Voucher (if they are being sent to Payroll Services for retention)

If the student is being terminated or fired, Payroll Services must be notified within 72 hours (if able) of the day of termination in order to ensure the student is paid on the date of termination as required by law.

Graduating Students: Student employees graduating at the end of the spring semester or during the summer may work until August 23rd. Those graduating at the end of the fall semester may work until January 23rd.

The only exception is international student employees. International employees have established work authorization expiration dates that may end prior to August 23rd (for spring and summer graduates) or prior to January 23rd for (fall graduates).

Work Authorization: Work authorization expiration dates may be obtained from the Student Payroll Coordinator in Payroll Services at (562) 985-8268.

Student Employee Responsibilities and Rights

Conduct

All student employees are expected to follow acceptable business and professional principles in matters of business and personal conduct. The university expects all student employees to adhere to the following general principles:

- Observe the highest standards of professionalism at all times.
- Perform responsibilities in a manner consistent with the university's values and ethical standards.
- Comply with all laws applicable to the institution.
- Treat others, including customers, students, and other employees with respect.

Unsatisfactory performance, work habits, or overall attitude, conduct or demeanor; violation of institutional policies, procedures or guidelines or any other behavior or conduct deemed inappropriate by the university or supervisor may lead to termination of employment.

Dress Code

A student employee should dress in clothing that is appropriate for the student's particular position of employment. The student employee should check with his/her direct supervisor to find out what the appropriate attire is for his/her employment.

Breaks

Student employees are entitled to a 15-minute *paid* break every 4 hours of work. If they are scheduled to work more than 6 consecutive hours, they are required to take at least a ½ hour *unpaid* break. Unpaid breaks should be scheduled according to the total number of hours the student is scheduled in a day to ensure they don't exceed 8 hours. *This is a mandatory federal law and compliance is not optional.*

Absences

Unforeseen absences due to illness or other uncontrollable circumstances should be reported immediately. Planned absences should be arranged in advance and approved by the supervisor.

Personal Telephone Calls

Personal telephone calls are discouraged and should be made during breaks or lunch time. However, it is recognized that there are times when they are necessary during business hours. Therefore, student employees should keep track of all personal phone calls as they are responsible for reimbursing the university for the cost of the calls.

Parking

Student employees who wish to park on campus must purchase a student parking permit. Student employees are not eligible to park in employee parking lots/spaces.

Motor Vehicles

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

- A valid California driver's license and Defensive Driving certificate are required. University Police conducts the defensive Driving classes for employees. The certificate is effective for four years.
- An Authorization to Use Privately Owned Vehicles on State Business (STD. 261) form must also be completed before a student uses a personal vehicle for university business.

Accidents

On the job accidents and/or injuries must be reported to a supervisor immediately whether or not medical attention is required.

Equal Employment Opportunity

Protection against unlawful discrimination or harassment in the work place is guaranteed by a number of federal and state civil rights laws, rules, and regulations, by executive orders, and by university policies grouped under the general title of Equal Employment Opportunity. Student employees are protected from discrimination based on race, color, religion, national origin, gender, sexual preference, marital status, pregnancy, age, medical condition, disability, or status as a veteran. CSULB's Equal Employment Opportunity

policy covers all areas of employment including but not limited to hiring, dismissal, promotions, training, evaluations, and benefits.

Additional information on equal employment opportunity and/or reasonable accommodation is available through the Office of Equity and Diversity at (562) 985-8256.

Confidentiality and Ethics

Some student assistants and work-study student assistants may have access to sensitive and proprietary information. The protection of confidential business information is vital to the interests and the success of CSULB.

Confidential information should not be removed from CSULB or used for any other purpose other than CSULB business. Student employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Contacts

Important Telephone Numbers

<i>Department</i>	<i>Location</i>	<i>Telephone Number</i>
Payroll Services	Brotman Hall - Room 353	(562) 985-8268
Financial Aid	Brotman Hall, Room 101	(562) 985-8403
Cashier's Office	Brotman Hall, Room 101	(562) 985-1752

Links to Payroll Forms

Departmental Student Performance Report

<http://daf.csulb.edu/forms/bhr/payrollbenefits/index.html>

Student Employee Adjustment Form:

<http://daf.csulb.edu/forms/bhr/payrollbenefits/index.html>

Student Employment Payroll Transaction Form (SEPTF):

<http://daf.csulb.edu/forms/bhr/payrollbenefits/index.html>

Student Assistant/Work-Study Salary Schedule

http://daf.csulb.edu/offices/bhr/hr_management/payroll/stud_sal_sched.html

Links to Other Resources

Federal Work-Study Supervisor's Guide

http://www.csulb.edu/divisions/af/cms/end_user/SA/forms/

Voucher Printing Instructions

http://daf.csulb.edu/offices/bhr/hr_management/payroll/guides/index.html

Payroll Calendar

<http://daf.csulb.edu/forms/bhr/payrollbenefits/index.html>