CALIFORNIA STATE UNIVERSITY
LONG BEACH

STUDENT ASSISTANT HANDBOOK

Department Guide

Issued By
Payroll Services

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Welcome and Introduction

This handbook provides information regarding CSULB student employment. It is intended for use by department staff members that hires and/or supervises campus student assistants. The handbook provides general information regarding the eligibility, conditions of employment, duties, work hours, compensation, working conditions and student employee responsibilities and rights.

CSULB reserves the right to revise, supplement, or rescind any portion of the handbook with or without notice. Please note that this handbook applies only to student assistants in classifications 1870, 1871, 1874 and 1868 hired by the California State University as State employees. It does not apply to students employed in classifications covered by the Unit 11 collective bargaining agreement, by the CSULB Foundation, 49er Shops, or Associated Students, Inc. (ASI).

General Student Employment Information

Purpose of Student Employment

Both students and the campus benefit from students working in on-campus employment. It can:

- Provide useful supportive services to the various academic and administrative programs and/or departments.

- Allow students to gain valuable experience related to their educational and career goals; and

- Assist with financial support to help students meet the cost of attending college.

Employment Eligibility Requirements

- First-time students admitted to the university may not work as a student assistant/work-study student assistant prior to their actual enrollment and the first day of the academic year. If these students need to be hired prior to the start of the academic year, they should be hired in a non-student classification (1800) and moved to the appropriate student classification(s) once the academic period begins.

- Enrollment in at least six (6) units per semester is required for both undergraduate and graduate students to qualify for student employment (job codes 1870 or 1871). This includes enrollment through the College of Professional and Continuing Education (CPaCE.) **It is the hiring department's responsibility to monitor student enrollment.** Graduating seniors who have less than six (6) units remaining to complete their degree may work as a student employee if they provide written proof of their status from their Advisor or Enrollment Services.

- Undergraduate and graduate students enrolled in less than six (6) units per term may be hired as a Bridge Student Assistant (Job code 1874). This includes enrollment through the College of Professional and Continuing Education (CPaCE.) Hiring a student as a Bridge Student Assistant during the academic year is available only when a student's typical course load falls below the six (6) unit requirement on a short-term basis.

- Student employees must maintain a minimum grade point average (GPA) of 2.0 to qualify for and to continue their student assistant employment. School should be the priority for students. Therefore, student employees with a GPA below a 2.0 must immediately end their student assistant employment. Departments are responsible for monitoring student assistant GPAs.

- Students must be considered matriculated (enrolled in a degree seeking program at CSULB.)

Nature of Employment

Student employment with the University is "at-will." This means that a student employee may terminate his/her employment at any time with or without notice or cause. It also means that the university can terminate a student's employment, at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. In addition, the university may alter a student employee's employment status, employment hours, and schedule at its own discretion with or without notice or cause. As an at-will employee, there is no guarantee that student employment is in effect for any period of time. No one has the authority to make verbal statements that change the at-will nature of this employment relationship.

While the university generally adheres to progressive discipline, it is not bound or obligated to do so. Student employees with concerns about work conditions should bring these concerns to their immediate supervisor. If the situation is not satisfactorily resolved by the supervisor, a student employee should contact their department or college Administrative Services Manager (ASM).

Classification and Duties

The following classifications can be used for student employment based on the knowledge, skills and abilities needed by the campus department and the funding source of the appointment (i.e., work study)

- **Regular Student Assistant (Job Code 1870)**
- **Work-Study Student Assistant On-Campus (Job Code 1871)**
- **Work-Study Student Assistant Off-Campus (Job Code 1872)**
- **Non-Resident Alien Student Assistant (Job Code 1868)**
- **Bridge Student Assistant (Job Code 1874)**

General Student Assistant Job Duties: Under immediate supervision, student assistant employees may work in occupations ranging from clerical or office work to specialists or technicians. A regular student assistant's pay is funded by the department.

The Student Assistant classification is distinguished from the Instructional Student Assistant, Graduate Assistant, and Teaching Associate classifications in that the Student Assistant does not perform academic related duties such as instruction, tutoring, grading, evaluating, research, and assisting faculty with classroom activities.

Departments are responsible for determining the duties and responsibilities to be performed (required duties should be outlined in a brief, written job description). Job duties should be

established before a vacancy is advertised and discussed with Student Employee applicants at the time of interview.

See the Student Assistant/Work Study Salary Schedule for further details [here.](#)

The following provides an overview of the differences (administrative or otherwise) between the various student assistant classifications.

Federal Work Study (Job Codes 1871 and 1872) Federal Work-Study (FWS) is a federal student financial aid program authorized under Title IV of the Higher Education Act. It is designed to provide part-time employment to undergraduate, graduate, or professional students who have established financial need according to federal guidelines. The federal government pays a percentage of the student's salary, and the university pays the remainder. FWS students may work a maximum of 20 hours per week during academic periods.

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

The Federal Work-Study (FWS) program operates on a budget that determines the amount of campus-wide earnings for each academic year. Financial Aid administers the FWS program for the campus and requests FWS funding on behalf of the campus. Departments must have appropriate documentation on file with the Federal Work-Study Financial Aid office, as well as a three-digit FWS job number, in order to hire students using FWS funding. Please check with your department/college Administrative Services Manager (ASM) if this is your first time hiring an FWS position so that you ensure all necessary items are in place with the campus Financial Aid department.

FWS funds are received annually and are allocated at the Division/College level and then to individual departments. This allocation establishes an individual department's work-study earnings budget for the entire academic year. Departments may hire/rehire students throughout the academic year provided their FWS allocation has not been exhausted. Departments should evaluate their needs for FWS support and in conjunction with their allocation, develop a hiring plan to best address their resource needs.

Each department's allocation is available to compensate work-study students during a specific period of the academic year. FWS funding may only be used during the designated time period. The Financial Aid office provides the date range for FWS utilization each academic year. Student earnings prior to or after the designated FWS date range for the academic year must be processed as regular student assistant (1870) rather than work-study earnings and require the expenditure of departmental funds.

Prior to hiring a student into the FWS classification, your department must verify the student's eligibility for the program. Please ask the student to provide you a copy of their financial aid award page to determine whether the student has in fact received a FWS award for the academic year. Students may only have one active FWS position at a time. They may not split hours between multiple FWS roles.

Each hiring department must monitor student FWS earnings, both at the departmental and individual student level. Departments must ensure total FWS earnings do not exceed the

department's pre-established budget and that the individual student earnings remain within the student's FWS award amount.

Once the student's FWS award limit is reached, the student cannot be paid through FWS funds. Excess earnings, either at the departmental or individual student level, will require use of departmental funds, as the hours will be processed a regular student assistant earnings rather than work-study. Please work closely with your department/college ASM to monitor earnings throughout the academic year. Diligent monitoring will help ensure optimal campus-wide utilization of the limited FWS funds and reduce the possibility of overearnings or underutilization of the program funds.   Departments must submit adjustment forms to payroll in order to recategorize any excess FWS earnings that have already been paid.

For additional information on the Federal Work-Study Program, please view the [Federal Work Study page](), contact your department's ASM, or reach out to the Financial Aid Office's Federal Work-Study Coordinator at ES-Work-Study@csulb.edu.

Non-Resident Alien Student Assistant (Job Code 1868)

The "Student – Non-Resident Alien Tax Status" classification was established by the State Controller's Office to help campuses meet federal tax compliance requirements for students in a non-resident alien tax status. (See the Taxation of Student Assistant Earnings/W-2 Reporting section for further details on page 16.)

Bridge Student Assistant (Job Code 1874)

Student employees may be placed into the Bridge classification for two reasons:

- Summer employment for student assistants taking fewer than six (6) units of course work during summer session at CSULB
- Temporary academic year employment for students whose course load has dropped below six (6) units

Student Assistant employees who are enrolled in fewer than six units during CSULB summer session may be placed in the Bridge Student Assistant classification for the months of June, July, and part of August (until the academic year begins). In the Bridge Student Assistant classification, students are permitted to work up to 40 hours per week. This classification was established to help campuses meet federal tax compliance requirements. (See the Taxation of Student Assistant Earnings/W-2 Reporting section for further details.) Students in this classification are required to pay into Medicare and participate in a mandatory retirement plan (Part-time/Seasonal/Temporary Retirement Plan) in lieu of Social Security. For more information regarding the PST Retirement Plan, [review the SavingsPlus site.]()

Non-Resident Alien student employees (job code 1868) are exempt from the Bridge classification. However, they are not allowed to work over 20 hours a week if they are enrolled in classes at CSULB 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 spring break. Student employees can work up to 40 hours per week during the Winter Intersession academic breaks. They may also work up to 40 hours per week during summer break provided they are not taking coursework of six units or more. This hourly restriction is inclusive of all employment within the CSU system.

  Bridge Student Assistant employees may work up to 40 hours per week during a regular academic period (if the employee is enrolled in less than six units). This hourly restriction is inclusive of all employment within the CSU system.

  Please note: student assistants do not qualify for overtime, therefore, they must never work more than 40 hours in a week. There are no exceptions to this prohibition.

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

Concurrent Appointment

Student employees may be concurrently employed as a Student Assistant, Work-Study Student Assistant, Instructional 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 three levels of student employees (Classifications A, B and C). Each level has a separate salary range and complexity of skills and job experience.

- *Classification A: Entry/ Assistant Level*
  - Requires basic skills, knowledge, or abilities. Under immediate and or general supervision, performs routine and non-routine tasks. Tasks that can be learned relatively easily with only nominal judgment, analytical, or decision-making skills should be placed lower on the Salary Rate Range of pay. Tasks that require additional on-the-job training, specialized skills and/or discretion in judgment or decision making may be placed higher on the Salary Rate Range of pay.
  - *Job Category Examples***:** General Office Worker, Receptionist, Clerk, Information Aid, Laboratory Trainee, Maintenance Assistant, Computer Lab Assistant, Accounting Assistant, Laboratory Assistant, Information Technology Trainee

- o *Minimum Qualifications:* No experience is necessary for pay below the midpoint of the Salary Rate Range. An Associate's degree or equivalent, or one year of progressively responsible work experience is required for pay at the midpoint or above of the Salary Rate Range. Upper-class standing may be substituted for an Associate's degree.

- *Classification B: Specialist Level*
  - o Requires advanced skills, knowledge from prior experience or moderate training. Under general supervision, performs a variety of skilled tasks requiring previous experience and/or specialized education, or performs work requiring considerable discretion in judgment and decision-making, including responsibility for coordinating the work of a group of lower-level student employees.
  - o *Job Category Examples:* Student Lead, Computer Lab Tech, Information Technology Assistant, Laboratory Tech, Language Specialist, Research Assistant, Editorial Assistant, Graphic Designer, Counselor
  - o *Minimum Qualifications:* An associate's degree (or equivalent) and one year of progressively responsible work experience is required for this classification.

- *Classification C: Experienced Level*
  - o Requires highly specialized skills; extensive knowledge of relevant university policies, procedures and preferred practices; independent analysis of information, decision-making and implementation of appropriate practices; Under general or job-related supervision, completes highly complex assignments requiring specialized knowledge and previous experience. May be responsible for a project/assignment from the initial stages through implementation. Work is typically within the student's course of study at the senior or graduate level and the student may direct the work of others.
  - o *Job Category Examples:* Student Supervisor, Sr. Research Assistant, Program Coordinator Assistant, Accounting Specialist
  - o *Minimum Qualifications:* An associate's degree (or equivalent) and two years of progressively responsible work experience is required.

For further information regarding appropriate compensation for certain levels of job duties, please visit this page.

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 or benefits. 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. Student employees must immediately notify their supervisor, Administrative Services Manager (ASM), or the Workers' Compensation Manager of any work-related injuries or illnesses at (562) 985-2366.

Hiring Process

Recruitment

It is the responsibility of each department to recruit for its student employees. Only departments with budgeted Federal Work Study funds may recruit for work study student assistants.

Student Assistants
The CSULB Career Center Development Center's CareerLINK may be used to post student assistant appointments.

CareerLINK 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 or phone

The classification level, working title, brief description of duties, minimum qualifications, pay rate, and department contact information must be listed in the advertisement as prescribed by BeachLINK. To access BeachLINK and to post on-campus employment opportunities for student assistants, visit the Career Development Center link: http://www.careers.csulb.edu/ or contact the center at (562) 985-9251.

Federal Work Study Student Assistants
The annual Work Study Fair is used to recruitment work study student assistants, 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. Position Announcements must be approved by the Financial Aid Office prior to the Fair. Departments advertising FWS positions during the course of the year - subsequent to the annual Work Study Fair - may post their positions on BeachLINK (prior approval of a Position Announcement is required).

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 employee 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.

6.   Social Security Card: Student employees must present an **original** Social Security Card at 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. 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 included in 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, artwork, 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 their local Social Security Administration Office.

3. Student employees must present a **receipt** (must include the student employee's name) 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 or within 90 days 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. The University Tax Analyst can be contacted at (562) 985-8306.

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

1. The supervisor must complete a Federal Work Study (FWS) Authorization to Hire form and Sections 1 & 2 of the SEPTF.

2. The student employee must complete Section 3 of the SEPTF and take both the FWS Authorization to Hire Form and SEPTF for Payroll Services.

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 as either an 1870 or 1871. If less than 6 units they may be hired as an 1874.**
	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 also complete the FWS Authorization to Hire Form.

Responsible Party	Task
	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.
Hiring department and/or supervisor	**MUST OCCUR DURING HIRING PROCESS: Arranges mutual and agreeable work schedules so that student employee (1870 and/or 1871) 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.**
	ONGOING RESPONSIBILITY: Verifies correctness of Student Voucher after student employee has signed and submits it to department timekeeper by the student time entry deadline.
	ONGOING RESPONSIBILITY: Initiates a Student Performance Evaluation Report for Merit Salary Increases and/or progress reports as necessary.
	ONGOING RESPONSIBILITY: Coordinates pertinent student employment forms and transactions with employee's immediate supervisor.
Payroll Services	**ONGOING RESPONSIBILITY: Establishes Bridge position numbers (job code 1874) during the Summer. Runs mass termination process for Summer Bridge positions for the September pay period.**
Student assistant (SA)	**MUST OCCUR DURING HIRING PROCESS: International students holding F1/J1 Visas must secure approval from the Center for International Education, BH-201. The instructions are included on the SEPTF, Section C.**
WSA	**MUST OCCUR DURING HIRING PROCESS: Student may attend the work study job fair to apply for available job opportunities.**
SA and WSA	**MUST OCCUR DURING HIRING PROCESS: Student must bring completed SEPTF to the Payroll Office (BH-353 via BH-344).**
WSA	**MUST OCCUR DURING HIRING PROCESS: The prospective employer must complete the "FWS Authorization to Hire Form."**
SA and WSA	**MUST OCCUR DURING HIRING PROCESS: Student employee must complete the necessary employment forms at Payroll Services 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**

Responsible Party	Task
	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 *original Social Security Card* 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 and identity to Payroll Services.
SA and WSA	**MUST OCCUR DURING HIRING PROCESS: The student employee will be required to complete:** - 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. Name change requires student employee to bring an original Social Security card with "new" name to Payroll Services. 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 <u>ALL</u> 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 the Bridge Classification for 90 days to be eligible to withdraw their retirement funds from 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 employee pay period is the same as Salaried and Hourly employees. Student employee live pay warrants are distributed at the Cashier's Office. Employees will be notified by email when their paychecks are ready to be picked up. 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 must not be distributed earlier than the scheduled time nor should they be distributed to someone other than the student employee. Student employees who sign up for payroll direct deposit, will have their paycheck deposited in their account buy the 15th of each month(for hours earned the previous month).

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 wasn't 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 (the voucher MUST be signed by the authorized administrator). It is the responsibility of the student timekeeper to ensure the proper signatures are on the time voucher before the time is submitted to Payroll Services (electronically or on a Student Employee Adjustment Form). 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. Instructions on how to print student time vouchers can be found at the Payroll Services link: Printing Student Time Vouchers (sharepoint.com)

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) 985-5365.

The time entry system opens up on the 15th of each month and is available until close of business on the 4th of the following month for time entry and approval. To guarantee payment on the 15th, student time ***must*** be entered and approved by the 4th of each month.

Time not approved in the time entry system on the close of business on the 4th 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 28th of the month. This will ensure the changes are updated 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, refer to the Payroll Calendar for pay period dates (08/01/XX – 08/31/XX), Payroll Services would have to receive a SEPTF by 08/28/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 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 request a duplicate W-2, students must create a [CEC account](#) so they can download a W-2 Form Copy.

Pay Rate Changes

Promotion/Reclassification

Promotions/reclassifications 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.

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 (NO mid-month changes will be accepted), student employee's name, employee id number, employee record number, department name, pay level, position number 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.

Student employees may be considered for merit salary increases of no more than 5% maximum no earlier than after working an academic year or 500 hours, whichever comes first, of satisfactory service. An increase exceeding 5% may be considered for student employees working more than one academic year or 500 hours without a prior increase (i.e., 1,000 hours = 10%). Cumulative service may be considered in more than one position if the student is working within the same department and doing similar work.

The supervisor is responsible for evaluating the student employee's performance following the length of service indicated above if a merit salary increase is being considered. If necessary, the supervisor should contact Payroll Services for verification of accumulated hours/time worked. The determination of an academic year is at the discretion of the department.

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 (NO mid- month changes will be accepted), student employee's name, employee id number, employee record number, department name, pay level, position number and the new hourly rate. It must also be signed by the appropriate administrator and student employee.

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 Payroll Adjustment-Separation Form](#). The form must include the student employee's name, employee id number, department name and department contact name. It must also include PS record #, position number, job code, hourly rate, last date worked, the date of separation and total hours due. It should also be signed by the appropriate administrator. If hours are due at the time of separation, a timesheet should be submitted along with the Student Payroll Adjustment-Separation Form.

Departments will be notified by Payroll Services when the student's last payment is ready for pick up. In turn, departments must direct students to pick up their last payment at the Cashier's Office on their last day of employment.

Note: If the student is being terminated or fired, Payroll Services must be notified 72 hours (if able) prior to 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 the day before the semester starts in August. (refer to the Payroll Calendar). Those graduating at the end of the fall semester may work until the day before the semester starts in the January pay period (refer to the Payroll calendar). The only exception is international student employees. International employees have established work authorization expiration dates that may end prior to the spring, summer or fall graduation.

Work Authorization: Work authorization expiration dates may be obtained from the Payroll Technician in Payroll Services at (562) 985-1015.

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 30-minute *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

Department	Location	Telephone Number
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

Student Salary Schedule
[Student Assistant/Work-Study Salary Schedule (sharepoint.com)](#)

Student Employee Forms:
[MyBeach - Human Resources Management - Student Payroll - Forms View (sharepoint.com)](#)

Links to Other Resources

Federal Work-Study Supervisor's Guide
[FWS Supervisor Guide | California State University Long Beach (csulb.edu)](#)

Payroll Calendar
[Human Resources Services Group - 23-24_payroll_calendar.pdf - All Documents (sharepoint.com)](#)