



Student Employment
Human Resources

State-Side
Student Employment
Handbook

Administrator Guide

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Purpose of Student Employment

Each year a limited number of part-time, on-campus positions are made available for eligible California State University, San Bernardino (CSUSB) students. Student Employment provides a means of earning compensation and provides students with an opportunity to develop new skills and positive work habits which will ensure professional success and career readiness.

Students are expected to consistently execute job responsibilities in a satisfactory manner. The hiring administrator (Dean/MPP) determines the hourly wage within the campus' student employee range and determines length of employment based on the workload. Typically, student employees work for the semester or for the academic year. Exceptions will be outlined in this guide.

Job duties will vary depending on the hiring administrator's assignment of duties and responsibilities. Student Assistants (SA), Bridge Student Assistants, and Non-Resident Alien (NRA) positions are considered part-time, temporary employment in non-academic related job duties. No student employee should perform duties deemed as responsibilities for a full-time staff or faculty member.

This handbook provides information about CSUSB State-Side Student Employment and is designed for department staff and administrators that are involved with the hiring process and/or provides general direction of student employees.

Student Assistants, Bridge Student Assistants, Non-Resident Alien Tax Status (NRA) Student Assistants, Federal Work-Study Student Assistants, Federal Work-Study Instructional Student Assistants, and Learning Aligned Employment Program (LAEP) Student Assistants make up the typical classifications that Student Employment advertises, onboards, and processes for campus employment.

CSUSB reserves the right to revise, supplement, or rescind any portion of the handbook at any time as appropriate. Departments will be notified of such changes to the handbook through campus email correspondence.

A copy of this handbook will be accessible on the Student Employment website under Department Resources.



Purpose of Student Employment

The overall purpose of the Student Employment Office is three-fold:

- To provide useful and supportive services to various academic and administrative programs and departments across the San Bernardino and Palm Desert Campuses
- To provide students with valuable career readiness experiences related to their educational and occupational goals and promote access to High Impact Practices
- To provide financial support with meeting the costs of attending CSUSB & PDC through department funding, Financial Aid Federal Work Study funding, etc.

Classification and Duties

Student Assistant Classification or Job Code serves as the distinguishing factor between State-Side Student Assistants and Instructional Student Assistants, Graduate Assistants, and Teaching Assistants. These job codes also serve as a distinction between State-Side student hiring and our other hiring bodies across campus including ASI, Faculty Affairs, SMSU, Recreation & Wellness, and UEC. For information on hiring practices and policies related to the other hiring bodies or classifications listed above, please review attachment 1.

Student Assistants are not approved to perform academic related duties such as instruction, tutoring, grading, evaluations, research, or classroom activities.

Student Assistants, per CSU guidelines, are temporary, part-time workers who are currently enrolled in, at minimum, part-time course loads and are degree seeking. Student assistant eligibility requirements vary per classification and are detailed in this guide but can be summarized as the following:

- Student Assistants must maintain a 2.0 GPA or greater for both the current semester and cumulatively.
- Student Assistants must be enrolled in part-time course loads – 6 Units for Undergraduate students, 3 Units for Graduate students.
- NRA or International Student Assistants must be enrolled in full-time course loads – 12 Units for Undergraduate students, 6 Units for Graduate students.
- All Student Assistants must be eligible to work in the United States

Student Assistants are intended to supplement operational needs, and not to replace full-time employees. Student Assistants should not perform the same duties as a staff employee of any classification. While some duties may overlap, most duties will be separate and distinct. As distinguished from staff positions, student positions typically have less-complex responsibilities, and require fewer skills, less knowledge, experience, and training. Work hours should be flexible to accommodate the academic program and schedules of the students. Student Assistants may hold more than one student assistant position on campus at any time but may not exceed their maximum working hours. Student employees in any State-Side job code or classification are not permitted to work overtime hours, and all hours must take place in the supervision of their Lead/Supervisor or MPP.



A Background Check through Accurate Background, including a criminal record check, must be completed by the Student Employment department if the hiring department indicates that:

- The position requires being in regular, direct contact with minors.
- The position requires access to stored criminal offender record information.
- The position requires access to patients, drugs, and medication.
- The position requires access to, or control on a regular basis of amounts greater than \$10,000 in cash, checks, credit cards, and/or credit card account information.
- The position requires access to level 1 data. (Please see attachment 2 for an outline of level 1 data.)

A Live Scan through our Campus Police Records Department is required if the student employment position requires regular, direct contact with minors. Live Scan and Background Check requirements are completed at no cost to the student. Background Checks are not required if the student meets the Rehire Exemption. (Please see attachment 2 for an outline of the Rehire Exemption.)

The hiring department secures an 8-digit position number from the College or Department MPP or Budget Analyst. The position number must be appropriate for the classification type. Position numbers begin with four zeros (0000XXXX). If your department does not currently have a position number associated with your requested student employee hire, then you may contact the CSUSB Budget Office for guidance on how to submit a request for a new position number to be developed.





Job Codes and Classification

Job Code Classification 1870 – Student Assistant

The general 1870 Student Assistant Classification may work up to, but not more than, 20 hours per week when classes are in session. Due to the minimum half-time enrollment requirement, Student Assistants are exempt from FICA and DPA PST (Part-Time, Seasonal, Temporary Employee Retirement Program). A student employee does not have long-term, on-going responsibilities and their position should be secondary to academic schedules and student life.

Student Assistants in an 1870 classification may only work 20 hours per week in their State-Side position. During Winter Intersession and Spring Break, 1870 students may work up to 40 hours per week with no additional submitted requests as approved by the departments funding or budget departments. A full classification table can be found in attachment 14.

1870 Student Assistant Eligibility Checklist

- Student is eligible to work in the United States and can provide the appropriate Federal I-9 documents as well as a Social Security Card for Payroll purposes.
- Student meets enrollment requirements:
 - Student Assistants must have part-time enrollment – 6 Units for Undergraduate students, 3 Units for Graduate students.
 - NRA or International Student Assistants must have full-time enrollment – 12 Units for Undergraduate students, 6 Units for Graduate students.
- Student maintains a 2.0 GPA both per semester and cumulatively.

Students will complete the following forms during their New Hire Appointments

- Student Payroll Action Request Form (SPAR)
- Social Security Form
- Demographics Form
- Direct Deposit Form (Optional)
- Personal Physician Form (Optional)
- Section 1 of Federal I-9 Tracking
- Provide an original, non-laminated Social Security Card
- Provide an original, non-laminated additional form of Identification from the Acceptable Documents Form



Job Code Classification 1874 – Bridge Student Assistant

The Bridge Student Assistant 1874 Classification is appropriate for continuing student employment during Summer Sessions or for Final Eligible Sessions. This classification does not qualify for the student FICA exemption. Students in this classification are required to participate in Medicare and a Mandatory Retirement Plan (DPA PST) in lieu of Social Security. Students must pay into FICA retirement and Medicare taxes, and the employer (hiring body) is required to pay FICA retirement. A Savings Plus Program acknowledgment and brochure will be shared with 1874 student employee through their Coyote email for completion at the time the bridge classification appointment is successfully processed. Summer Bridge students may work up to 40 hours per week at the discretion of the hiring department. A full classification table can be found in attachment 14.

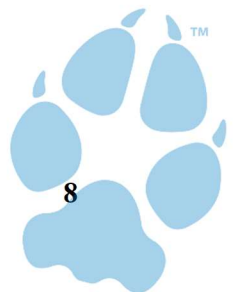
NRA student assistants do not have a bridged classification but may work in their original classification (1868) during Summer Sessions, also up to 40 hours per week at the discretion of the hiring department.

The Background Check and Livescan policies and procedures also apply to 1874 students.

1874 Bridge Student Assistant Eligibility Checklist

- Student is eligible to work in the United States and can provide the appropriate Federal I-9 documents as well as a Social Security Card for Payroll purposes.
- Student meets enrollment requirements:
 - Student Assistants must have enrollment in the prior semester AND the upcoming semester at a half-time status at minimum (Fall & Spring Enrollment, 6 Units for Undergraduate students, 3 Units for Graduate students.)
 - NRA or International Student Assistants must have enrollment in the prior semester AND the upcoming semester at a full-time status (Fall & Spring, 12 Units for Undergraduate students, 6 Units for Graduate students.)
- Student maintains a 2.0 GPA both per semester and cumulatively.

Students in Bridged positions typically will not need an appointment with the Student Employment Office because these sessions are considered Rehire positions. These students will receive an email with information pertaining to the and a Mandatory Retirement Plan (DPA PST) in lieu of Social Security since Bridged student employees are not eligible for the Student FICA exemption.



Final Eligible Session after Graduation

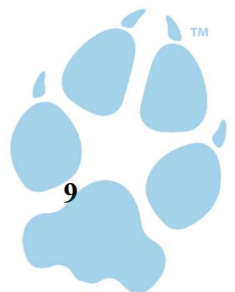
Student employees who have graduated while actively employed are granted immediate rehire for an additional session with their current campus employer in an 1874 classification. After submission and processing of the new 1874 appointment via the Student Assistant Employment Transaction Request form, Student Employees performing their final eligible employment session after graduation may continue their position until the last day of finals for the next semester. With these types of appointments, students will be provided with their final paycheck upon their last day of employment. A full classification table can be found in attachment 14.

The arrangement is as follows:

- Student Assistants in an 1874 Final Eligible Session after Graduation classification may work 40 hours per week at the discretion of the Hiring Department.
- Students participating in Final Eligible Sessions with graduation dates in Fall are eligible to work through the Spring semester.
- Students participating in Final Eligible Sessions with graduation dates in Spring are eligible to work through Summer Session 1 & 2.
- Students participating in Final Eligible Sessions with graduation dates in Summer are eligible to work through Fall semester.

Please note International Non- Resident Alien (NRA) Tax Status Student Employee(s) need to confirm with the Center for International Studies and Programs (CISP) for an updated employment eligibility status upon graduation, as this may impact their previous VISA status. NRA Students are typically not eligible for Final Eligible Sessions after Graduation.

Students in Final Eligible Sessions typically will not need an appointment with the Student Employment Office because these sessions are considered Rehire positions.



Job Code Classification 1868 – Non-Resident Alien (NRA)/International Student Assistant

Non-Resident Alien (NRA) Tax status student assistants are international students attending CSUSB under the F-1 and J-1 VISA categories. This classification does not apply to undocumented students and other non-immigrant VISA categories including H-1, J-2, or B-2.

The hiring process for NRA Student Assistants in this classification has additional hiring steps. Before completing any new hire documentation, the student must schedule an appointment with the Center for International Studies and Programs (CISP) on the San Bernardino Campus. CISP works with the students to verify their work eligibility and ensure they have the proper documentation. Students may need to ensure they have a Social Security Card before they can complete their appointment with CISP. For helpful steps on scheduling an appointment with CISP, see attachment 3. A full classification table can be found in attachment 14.

1868 NRA Student Assistant Eligibility Checklist

- Student is eligible to work in the United States and can provide the appropriate Federal I-9 documents as well as a Social Security Card for Payroll purposes.
 - NRA students may need to request a Social Security Card from the Social Security Administration. Students can do so by visiting the Social Security website.
 - As of 2023, the Federal I-9 Tracking system allows students to produce a copy of the confirmation of application for a Social Security Card in lieu of a Social Security Card itself to avoid prolonging the hiring process. The card must be provided to the Student Employment Office upon its receipt by the student. A list of acceptable Federal I-9 Documents is available in attachment 4.

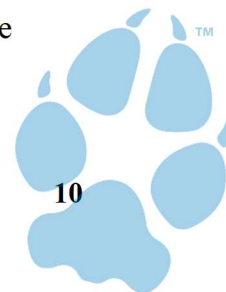
- Student meets enrollment requirements:
 - NRA or International Student Assistants must have full time enrollment – 12 Units for Undergraduate students, 6 Units for Graduate students.

- Student maintains a 2.0 GPA both per semester and cumulatively.

- Student has completed Employment NRA Form and EAR (Employee Action Request) with CISP.

Students will complete the following forms during their New Hire Appointments

- Employee Action Request Form (EAR)
- Social Security Form
- Demographics Form
- Direct Deposit Form (Optional)
- Personal Physician Form (Optional)
- Section 1 of Federal I-9 Tracking
- Provide an original, non-laminated Social Security Card
- Provide an original, non-laminated additional form of Identification from the Acceptable Documents Form



Job Code Classification 1871 – Federal Work Study Student Assistant

Under immediate supervision and in accordance with the provisions of the Work-Study Program of The California State University and Colleges, students in this classification engage in part-time work (or full-time during Academic breaks) for a CSU campus or auxiliary program.

Federal Work Study is an employment program funded by FAFSA. Federal Work Study (FWS) provides jobs for Undergraduate and Graduate students who demonstrate a financial need. The intention is that students earn money to help cover the cost of educational expenses. The funding is administered by the Financial Aid Office on campus. Per the FAFSA website, Federal Work Study funding is determined based on when you apply for Federal Aid, personal level of financial need, and the University's funding level. A full classification table can be found in attachment 14. Please note that 1875 FWS Bridge Student Assistants follow the same policies and procedures as 1874 Bridge Student Assistants.

Employers interested in hiring students that have been awarded Work-Study funds to work on-campus must contact the Federal Work Study Office directly at (909)537-5226 or email workstudy@csusb.edu.

Employment Authorization submissions are completed with Federal Work-Study and shared when appropriate with Student Employment to process the student into employment.

1871 FWS Student Assistant Eligibility Checklist

- Student is eligible to work in the United States and can provide the appropriate Federal I-9 documents as well as a Social Security Card for Payroll purposes.
- Student meets enrollment requirements:
 - Student Assistants must have enrollment in the prior semester AND the upcoming semester at a half-time status at minimum (Fall & Spring Enrollment, 6 Units for Undergraduate students, 3 Units for Graduate students.)
 - NRA or International Student Assistants must have enrollment in the prior semester AND the upcoming semester at a full-time status (Fall & Spring, 12 Units for Undergraduate students, 6 Units for Graduate students.)
- Student maintains a 2.0 GPA both per semester and cumulatively.

Students will complete the following forms during their New Hire Appointments

- Student Payroll Action Request Form (SPAR)
- Social Security Form
- Demographics Form
- Direct Deposit Form (Optional)
- Personal Physician Form (Optional)
- Section 1 of Federal I-9 Tracking
- Provide an original, non-laminated Social Security Card
- Provide an original, non-laminated additional form of Identification from the Acceptable Documents Form



Job Code Classification 1880 – LAEP Student Assistant

Under immediate supervision and in accordance with the provisions of the California Student Aid Commission Learning-Aligned Employment Program (LAEP), CSU students in this classification engage in part-time work (or up to full-time work during Academic breaks). For on-campus LAEP student assistants, their role is typically a research-based assignment on a CSU campus that relates to the student's area of study or career objective. The research is directed and supervised by a faculty member, staff member, or other mentor who will determine the research requirements. A full classification table can be found in attachment 14.

1880 LAEP Student Assistant Eligibility Checklist

- Student must be a California resident.
- Student must be an Undergraduate or Teaching Credential student.
- Student must meet enrollment requirements:
 - Student Assistants must have part-time enrollment – 6 Units for Undergraduate students. Graduate students are not eligible for LAEP Employment.
- Student must demonstrate a financial need.
- Student must be eligible to work in the United States.

According to the California Student Aid Commission, priority will be given to eligible students who are first-generation college students, current/former foster youth, homeless, or at risk of being homeless. Further priority will be given to eligible students majoring in a science, technology, engineering, or mathematics (STEM) discipline.

Students will complete the following forms during their New Hire Appointments

- Student Payroll Action Request Form (SPAR)
- Social Security Form
- Demographics Form
- Direct Deposit Form (Optional)
- Personal Physician Form (Optional)
- Section 1 of Federal I-9 Tracking
- Provide an original, non-laminated Social Security Card
- Provide an original, non-laminated additional form of Identification from the Acceptable Documents Form





General Information

Nature of Employment

Student Employment with the University is considered "at-will." This means that a student employee may terminate their employment at any time, with or without notice or cause. It also means that the University or Hiring Department 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 working hours or schedule at its own discretion with or without notice or cause. Students are not required to submit a notice of termination, but the hiring department may indicate that they prefer students to do so, should they intend to terminate their employment.

Students should understand that there is no guarantee, in any manner, that student employment extends for any set period. No one has the authority to make verbal statements that change the at-will nature of the employment relationship. While the University generally adheres to progressive discipline, it is not bound or obligated to do so. Student employees who have concerns about work conditions may bring these concerns to their immediate Administrator. If the situation is not satisfactorily resolved by the administrator, the student employee may contact Human Resources for further assistance.

Templates for progressive discipline and involuntary separation on the hiring department's behalf are provided in attachment 5.

Multiple Appointments

Student Assistants may hold more than one student employment appointment if the total number of hours worked does not exceed the maximum 20 hours per week or 40 hours during academic breaks with hiring department approval. Leads and Administrators should be in direct communication with one another to ensure that their common student employees do not exceed the maximum working hours.

With the CSU hosting various student hiring bodies across campus, the State-Side student employment policy of 20 hours per week does NOT include hours worked by students employed through certain SMSU, Recreation & Wellness, ASI, or UEC positions. Please note that students working in the SMSU Building are not necessarily hired by SMSU. A complete list of departments that are required to have their student employees adhere to the 20 hour per week maximum are available in attachment 6.

Background Check & Live Scan Policy

A Background Check through Accurate Background, including a criminal record check, must be completed by the Student Employment department if the hiring department indicates that:

- The position requires being in regular, direct contact with minors.
- The position requires access to stored criminal offender record information.
- The position requires access to patients, drugs, and medication.
- The position requires access to, or control on a regular basis of amounts greater than \$10,000 in cash, checks, credit cards, and/or credit card account information.



- The position requires access to level 1 data. (Please see attachment 2 for an outline of level 1 data.)

A Live Scan through our Campus Police Records Department is required if the student employment position requires regular, direct contact with minors. Live Scan and Background Check requirements are completed at no cost to the student. Background Checks are not required if the student meets the Rehire Exemption. (Please see attachment 2 for an outline of the Rehire Exemption.)

Failure to satisfactorily complete a required Background Check or Live Scan may affect the application status of the student employee. Please note that Background Checks through Accurate Background for Student Assistant purposes typically generate results in 24-48 hours. Live Scan results can take anywhere from 72 hours to 2 weeks to generate results.

Benefits, Paid Time Off, Overtime, and Social Security

Student assistant classifications are not eligible for health benefits, vacation, sick leave, holiday pay or any other paid time off. Time used by student assistants for jury duty or when summoned as a witness, are also not eligible for pay. A student assistant who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extend U.S. military service, shall be granted time off without pay.

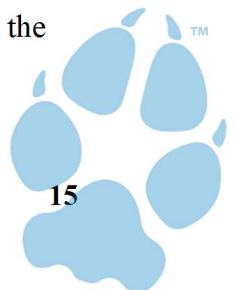
Students are not permitted to work overtime hours exceeding the 20 hour per week maximum while classes are in session. Students may not work on closed campus holidays or in situations where no lead or supervisor is present. Any student scheduled to work evenings or weekends may only do so with hiring department supervision from the MPP, Lead or Administrator listed on the students Transaction Request Form. Students may not be required, for any reason, to participate in unpaid work events, conferences, or retreats.

Student employees are not permitted to submit any type of hospitality or expense reporting to Accounts Payable or any other campus department.

Student assistants do not receive benefits through the University Benefits department. The 1874 and 1875 Bridge classifications do not qualify for the student FICA exemption. Students in this classification are *required* to participate in Medicare and a Mandatory Retirement Plan (DPA PST) in lieu of Social Security. Students must pay into FICA retirement and Medicare taxes, and the employer (hiring body) is required to pay FICA retirement. A Savings Plus Program acknowledgment and brochure will be shared with 1874 student employee through their Coyote email for completion at the time the bridge classification appointment is successfully processed. Student assistants in any state-side classification do not pay into Social Security at any time.

Compensation

Compensation for student employees should be determined by an appropriate hiring administrator based on the complexity and scope of the approved description of duties. It is the hiring administrator's responsibility to establish job duties and ensure that student



employees are compensated equitably for the work performed. A compensation rate should be established before advertising/recruiting for your student employee position in Handshake.

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
- Comparable to other students within the unit

Student Assistants are not eligible for overtime pay, shift differential, stipends, or commissions. The State of California minimum wage is \$16.00 per hour as of January 01, 2024. The compensation range for State-Side on-campus Student Assistants is \$16.00 to \$20.00 per hour. Compensation changes for student assistants may be requested through Cherwell. These compensation increases will be evaluated on a case-by-case basis. All compensation requests that impact student employees in Federal Work Study or LAEP student employment hiring programs must go through their respective departments to have compensation increases evaluated.

Position Descriptions

The Student assistant classification standards serve as a description of general duties. The hiring administrator (Dean/MPP level administrator) is encouraged to complete a specific position description and identify a specific compensation rate for each student position based on their operational needs. Please note that student assistants in state-side positions may not be given duties and assignments that are typically reserved for FTE Classifications. All position descriptions need to indicate the student employment general minimum eligibility requirements and list a minimum compensation of \$16.00 per hour. All state-side student assistants, aside from those in the 1880 LAEP classification, are prohibited from participating in any research-based duties. Any questions or concerns about appropriate job duties and responsibilities can be directed to the Student Employment Office. A position description guide can be reviewed in attachment 7.

Performance Evaluations

It is recommended that administrators (Dean/MPP) complete performance evaluations for student employees and discuss the student's performance, strengths, and areas needing growth and development. The evaluating administrator must be a management (MPP) individual or Dean. The Higher Education Employer-Employee Relations Act (HEERA) is a California State law which defines the responsibilities and scope of capabilities for all Manager positions.

- A HEERA manager is synonymous with Administrator, MPP (Management Personnel Plan), or Non-bargaining Unit Administrator. They are all the same for the purposes of student employment.
- An MPP, defined in Title 5 Article 2.2 of the California Code of Regulations, is responsible for employment rights, benefits, and the conditions where employees are designated as "management" or "supervisory" who become HEERA managers.



- HEERA gives MPP’s the authority to take employment actions such as to hire, discipline, finalize performance evaluations, submit in-range/classifications, etc.

Student employees officially report to HEERA department administrators (Dean/MPP) but may receive general day to day task delegation or general direction from a staff/faculty Work Lead. Please note that while Work Leads are encouraged to provide specific feedback to each student assistant, annual evaluation conversations should be completed with a HEERA supervisor, not the student employee's Work Lead. In some cases, a student employee may have no official “Work Lead” and will then report directly to their HEERA MPP/Dean.

Wages and Exemptions

Student Employment wages are subject to federal and state tax withholding deductions.

Student Assistants enrolled as a half-time student at minimum are exempt from FICA. Appointments to the Student Assistant classifications, apart from Bridge 1874 student assistants, qualify for the student FICA exemption pursuant to IRS Code Section 3121(b)(1).

The student FICA exemption applies to student employment which continues during school breaks of five weeks or less, providing the student was eligible for the student FICA exemption on the last day of classes or exams preceding the break and is eligible to enroll in classes for the first academic term following the break.

The Bridge Student Assistant 1874 Classification does not qualify for the student FICA exemption. Students in this classification are required to participate in Medicare and a Mandatory Retirement Plan (DPA PST) in lieu of Social Security. Students must pay into FICA retirement and Medicare taxes, and the employer (hiring body) is required to pay FICA retirement. A Savings Plus Program acknowledgment and brochure will be shared with 1874 student employee through their Coyote email for completion at the time the bridge classification appointment is successfully processed.

Employment that qualifies for the student FICA exemption generally meets the Unemployment Code Section 642 exclusion from unemployment insurance coverage. Employment that is not excluded from FICA coverage will generally be covered by unemployment insurance. It is CSU’s policy that student employees may work up to 20 hours per week. The 20 hours per week policy is specific to CSU, and not tied to the IRS. The IRS work schedule guideline does not override CSU’s student employment policy.

Students must complete Student Payroll Action Request (SPAR) to be processed into their student employment position. For the purposes of this document in relation to student employment, students must not mark Exemption from Withholding in Section H, Part III.

Timesheet Instructions

Timesheets are available for download on the Student Employment webpage under Payroll - Forms. Students are required to complete a monthly time sheet to receive compensation for the services they provide their departments.



A timesheet should be an accurate listing of the actual time and dates worked during that specific month. The Administrator (Dean/MPP) will verify that the hours worked are accurate by signing the timesheet. The employer's department analyst/timekeeper will submit the student's monthly hours to their unit's respective Payroll Technician. A list of Payroll Technicians and their unit affiliation is available in attachment 8. Students must be paid for all hours worked in any given pay period and hours cannot be rolled over to the next month's timesheet. We recommend utilizing software such as Adobe Sign to complete the electronic timesheet.

The following information should be checked on the time sheet for accuracy:

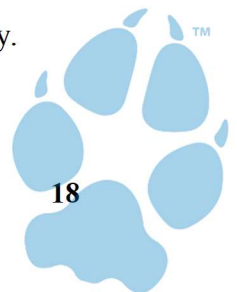
- Only Hours worked that month are being reported.
- The student has not exceeded 20 hours per week (or 40 hours per week depending on classification and academic calendar).
- Calculations on the student timesheet are correct.
- Class schedule information is completed. All Federal Work Study students are required to submit a copy of their class schedule along with their timesheet.
- Students are entitled to a 15-minute paid break for every 4 consecutive hours worked.
- The Fair Labor Standards Act mandates a half-hour (30 minute) unpaid break must be provided upon 6 hours worked.
- If completing the timesheet via Adobe Sign, the timesheet should be signed electronically by the student employee and administrator (Dean/MPP). Work Lead signature is not required.
- All time may be reported to the minute.

Student employees are paid on the 15th of each month. If the 15th occurs on a Saturday, pay will be available on the 14th of the month. If the 15th occurs on a Sunday, pay will be available on the 16th of the month. For those without direct deposit, or those awaiting a recent direct deposit request to go into effect, physical paychecks will be available for pick-up on pay day at Student Financial Services located at UH-035.

Direct Deposit may take up to two pay cycles to hit the student's account. We ask that students pay close attention to when they complete Direct Deposit forms, and if they are still picking up physical checks after the second month, to contact the Student Employment Office for further instructions or to complete a new request. Direct Deposit can be completed at any time, but the option is always offered to student employees during their New Hire Appointment with Student Employment.

Workers' Compensation

If a student employee suffers an injury on the job or due to their job, the student employee is entitled to Workers' Compensation benefits. Injuries include those caused by events such as a fall or repeated exposure to hazards over time. Everything from first-aid type injuries to serious accidents is applicable. Student employees must immediately notify their administrator (Dean/MPP) and Risk Management riskmanagement@csusb.edu, of a work illness or injury.



Student Employees will be offered the opportunity to complete a Personal Physician Form during their New Hire appointment, but this form is optional. Completion of the form does not determine access to Workers' Compensation.





Guidelines and Hiring Procedures

Handshake

Departments must post on-campus Federal Work Study student employment opportunities under the web-based job board, Handshake. All Federal Work Study awarded students can activate Handshake accounts and apply to positions through the website directly, including uploading cover letters, resumes, and other documents. Handshake is accessible to students via their MyCoyote portal. A step-by-step guide to activating Handshake for students is available in attachment 9.

Departments must post on-campus Department Funded student employment opportunities under the web-based, CSU wide job board, PageUp. All students meeting requirements can create a PageUp applicant login and apply to positions through the website directly, including uploading cover letters, resumes, and other documents. PageUp is accessible to students via the CSUSB Jobs webpage. A step-by-step guide to applying for a student position through PageUp is available under Student Resources on the student employment website.

Students must apply for the position they are hired for through Handshake or PageUp/CSU Recruit as part of the Student Employment hiring policy.

The CSUSB Career Center offers both student and department assistance with Handshake matters. The Career Center is on the first floor of the Santos Manuel Student Union - South, Room 112.

The Student Employment Office reviews pending Handshake and PageUp postings twice per day to ensure that positions are activated as soon as possible, and to avoid prolonging the student hiring process.

CSUSB Administrators can use their Employer accounts to post jobs, schedule interviews, and review resumes. Departments interested in advertising a position must secure a position description that has been authorized by a manager (Dean/MPP level) within their department and determine a rate of compensation based on described duties.

Once a department representative has successfully established their account with the Career Center, you may post your advertisement. For reference to a position description guide, see attachment 7.

Advertisements have no minimum posting requirement but will expire in a maximum of 30 days. It is the hiring department's responsibility to ensure their postings are removed or closed once the position has been filled.

Different advertisement/ onboarding processes may be required when hiring student(s) under ASI, SMSU, Recreation & Wellness, Faculty Affairs, UEC, etc. Please check with the respective hiring body when looking to hire outside of State-Side departments outlined in attachment 1.

Interviewing

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



one-on-one interviews. Interviewing student assistant candidates is not required by the Student Employment Office, but highly encouraged to provide a High Impact Practice to selected candidates and position them for career readiness.

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. Sample Interview Questions are included in attachment 11).

The hiring lead, administrator and/or hiring committee will contact the selected applicants to schedule interviews. A few helpful points to keep in mind are:

- What is the student's expected graduation date?
- Does the student have previous experience as a student employee?
- Does the student have other responsibilities on campus, such as other student positions?
- Do you have preferred consideration for students with same major as hiring department?

Hiring Requirements – New Hire Student Assistants

Once the final candidate has been identified, the hiring department must review employment eligibility status and identify if the candidate needs a background and/or Live Scan fingerprint check. To determine if a student assistant needs a background check, assess the position requirements in relation to attachment 2.

If hiring a Federal Work Study student through Handshake, a Transaction Request Form will be provided to the Student Employment Office through email from the Federal Work Study Office. At that time, Student Employment sends correspondence to each student requesting they make a New Hire Appointment at which time they will complete required on-boarding paperwork and present their Federal I-9 documentation. Failure to provide proper documentation during this appointment will delay the hiring process.

All students who are hired into Department Funded positions through PageUp will be able to access an electronic on-boarding portal to complete their required documents. Students do not need to make an appointment but must bring their I-9 documents to the front desk of Sierra Hall for verification. Additional steps are required for international students hired into department funded positions as well.

Students may stop in without an appointment but are not guaranteed to be seen by the Student Employment Office. If a department has 10 or more hires to process through Student Employment at any one time, they may reach out to the office to schedule specific intake days where their students may come in and complete their appointments simultaneously.

Student Employment New Hire Positions require a background check if:

- The position requires being in regular, direct contact with minors.
- The position requires access to stored criminal offender record information.
- The position requires access to patients, drugs, and medication.



- The position requires access to, or control on a regular basis of amounts greater than \$10,000 in cash, checks, credit cards, and/or credit card account information.
- The position requires access to level 1 data. (Please see attachment 2 for an outline of level 1 data.)

A Live Scan through our Campus Police Records Department is required if the student employment position requires regular, direct contact with minors. Live Scan and Background Check requirements are completed at no cost to the student. Background Checks are not required if the student meets the Rehire Exemption. (Please see attachment 2 for an outline of the Rehire Exemption.)

Failure to satisfactorily complete a required Background Check or Live Scan may affect the application status of the student employee. Please note that Background Checks through Accurate Background for Student Assistant purposes typically generate results in 24-48 hours. Live Scan results can take anywhere from 72 hours to 2 weeks to generate results.

If the position requires a background check, the Student Employment Office will need to process and receive the results of the Background Check before the student may begin working.

If the position requires a Live Scan, the hiring manager must complete the Live Scan request form, found on the Student Employment website, and submit to Backgroundcheck@csusb.edu. Then, the student will be scheduled to meet with UPD to complete their Live Scan process. Results must be received before the student may begin working. A step-by-step guide to submitting for a student employment Live Scan can be found in attachment 12.

Virtual appointments are available to process Student Employees at the Palm Desert Campus. Information will be provided to the students via email and appointments will occur over Zoom. These students will meet with Michelle Bell at PDC to verify their Federal I-9 documents.

Students are not permitted to begin working until a Clear to Start Email is received by the student and all supervisors listed on the Transaction Request Form or FWS or LAEP Authorization Form. The email will come from the Student Employment inbox and will include the details of the position such as compensation rate, job code, hiring department, hours allotted per week, and an authorized “first day” of work date. This email will also have an attachment in the form of an appointment letter to the student that outlines the same information as well as terms of employment.

Hiring Requirements – Rehire or Concurrent

To Rehire a student assistant that has worked in an on-campus State-Side classification at another time, the hiring department must submit a Transaction Request Form and a Routing Slip to the Student Employment Office through email. At that time, Student Employment will check records to ensure that all necessary paperwork has been completed for the student’s prior employment position, and that no updates are needed to the Federal I-9 Tracker system. At that time, Rehire students will be processed into the system and approved for employment.



Students being hired into a new position number or within a new department on campus will adhere to the New Hire posting procedures.

Please note that Rehire and Concurrent Hire do not apply to students who are entering into their first state-side student employment position as the hiring processes and policies vary by hiring body.

Concurrent Student Employees will also receive the Clear to Start email correspondence from Student Employment and are not permitted to begin working within their secondary department until that email is received.

Student Employee Trainings

Each student employee has a handful of training that is automatically assigned via CSULearn within 3-4 business days after the employee account is processed. Most student employees

will not have access to training on their first working date. Students will receive email notifications when their CSULearn assignments are ready. The student employee, or employer, may email csulearn@csusb.edu should they have any questions or concerns about CSULearn or the student's CSULearn account.

The following courses are assigned to all employees upon account creation:

- Data Security & FERPA
- Gender Equity & Title IX
- Discrimination Harassment Prevention Program for Non-Supervisors
- Injury Illness & Prevention Program
- Hazard Communication
- Fire Safety & Prevention
- Emergency Disaster Preparedness

Department Specific Trainings: These courses are automatically added to CSULearn if a student is hired into specific departments.

- Avoiding Conflicts of Interest
- Red Flags: Preventing Identity Theft
- HIPAA: Protecting Patient Privacy
- Understanding the Clery Act

Role Specific Trainings: These courses are not automatically assigned and must be requested by the hiring department.

- Defensive Driving
- Cash Handling
- Federal Work-Study (FWS) Training for Students (required before hire paperwork can be processed for FWS student)
- PeopleSoft-related training for access (e.g., Requisition training, Basic Student Records, etc.)



An optional Week 1 On-Boarding Guide is available to departments and supervisors who would like additional direction and support in attachment 13.

Separation and Termination Procedures - Voluntary Separation

Voluntary Separations include:

- Resignation.
- Graduating.
- Students are promoted to a Staff or Faculty position.
- Students never started working.
- Other general reasons.

Per California Labor Code AB 2410, an employee who voluntarily resigns must be paid wages earned no later than 72 hours from the date of separation. If the student provides notice of resignation at least 72 hours in advance, then all wages earned must be paid on the last day of noted employment.

Employers must submit a Cherwell Electronic Separation Request and the final Student Listing for all non-work-study voluntary student employees. Please contact the Financial Aid Office to submit a Federal Work Study Separation Request.

The student employee's last physical day worked is required for the separation request and this information must match what is indicated in the final timesheet. Student Employment will process the request by requiring two or more approvers to sign off electronically. These approvers are the MPP and Leads listed on the original Transaction Request Form.

Separation & Termination Procedures - Involuntary Separations and Dismissals

A Dismissal is a non-voluntary separation from service, and it is highly recommended to receive Student Employment and Human Resources guidance before taking steps to dismiss a student employee from their role.

Involuntary Dismissals include but are not limited to:

- G.P.A. Ineligibility.
- Budget limitation.
- Failure to meet Attendance/observance of work hours expectations.
- Serious misconduct.

Per California Labor Code AB 2410, an employee who is discharged must be paid wages earned immediately upon notice of termination. Failure to comply may result in fines to the employer. Please contact Student Employment for general guidelines before proceeding with a dismissal request.

General Dismissal Checklist

Contact respective payroll technician for final payment availability dates.



- Collect student work schedule to determine dismissal date. The dismissal should occur at the start of the student's shift.
- Draft a final notice of separation. This notice can be reviewed by the Manager of Student Employment if needed and should be signed by the hiring department Administrator (Dean/MPP).
- Submit Cherwell Electronic Separation Request to prompt Student Employment to notify appropriate approvals for authorization.
- If separating from the active 1871 Federal Work-Study position, contact the FWS Office to request a FWS Separation Form. Once reviewed and approved by FWS, they will forward the request to Student Employment for processing.
- Share final listing hours from department timekeeper to Payroll Technician.

On the date of final notice, the department Administrator (Dean/MPP) will notify the student employee of their termination and provide their final paycheck. Please ensure that the student's Work Lead is present. Departments may request that an HR Representative (MPP) be present should the department MPP or administrator feel the dismissal may involve a dispute. The HR Representative can also seek additional resources to support both the department and student in these situations.

Mass Terminations

Mass terminations will be completed for the general employment appointment end date at the end of each academic year.

If the student employee is expected to be rehired for the coming Summer Session or Fall Semester, no termination request is needed.

If your student employee is not expected to return or if you are unsure of the rehire status, then it is recommended to submit an Electronic Separation Request to Cherwell to ensure that a final paycheck is generated in compliance with AB 2410. The student employee's last physical day worked is required for the separation request and this information must match what is indicated in the final timesheet.





Student Employment Policies

Confidentiality

Each student worker should be reminded about the importance of confidentiality and be required to complete a Confidentiality and Compliance Form. The completed form should be retained for department records. A student employee that violates any Confidentiality agreement will be subject to disciplinary action, including termination.

Discrimination

As a member of the Student Employment Program, it is essential that student employees respect the diversity that every individual brings to the institution. A student will not be denied opportunity for employment, education, or be subject to discrimination in any project, program, or activity because of their race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, disabled Veteran, Vietnam era Veteran or protected Veteran status. Any student employee who violates any portion of this policy will be subject to disciplinary action, including termination. Any student who feels they've been subject to discrimination in any capacity during their student employment experience should report those instances to the Title IX Office immediately.

Sexual Harassment

As a participant of the Student Employment program, it is essential that students understand sexual harassment is a form of discrimination that is unlawful. No member of the college community shall engage in sexual harassment of any kind. Any student employee who violates any portion of this policy will be subject to disciplinary action, including termination. Any student who feels they have been subject to sexual harassment in any capacity during their student employment experience should report those instances to the Title IX Office immediately.

Substance Use in the Workplace

CSUSB recognizes that one of the most important obligations to its employees is to maintain a completely alcohol-free and drug-free workplace. Illegal use or influence of drugs or alcohol is prohibited. The unlawful manufacturing, distribution, dispensation, possession, or use of controlled substances is prohibited. Any student employee who violates any portion of this policy will be subject to disciplinary action, including termination.

CSUSB is a smoke-free and tobacco-free campus.

Student Conduct Code

All students should be familiar with the CSUSB Student Conduct Code. If a student employee is found to be in violation of the Student Conduct Code, the administrator and/or Student Employment Office may file a complaint. Any student employee who violates any portion of the Student Conduct Code will be subject to disciplinary action, including termination. A copy of the Student Conduct Code is available on the CSUSB Website and the Student Employment Website.

Meal and Comfort Breaks



Students are entitled to a 15-minute paid break for every 4 consecutive hours worked. Most students work in areas where they are free to use restroom facilities at their convenience. In situations where students are not free to take periodic comfort breaks without some work coverage being provided, administrators must arrange such reasonable coverage. Student Employees must be provided with an unpaid 30-minute lunch or meal break if working 8 consecutive hours.

Phone Usage

Telephone training should be provided by the employer and should include the proper way to answer the telephone, placing a caller on hold, transferring a call, and taking a message. Students should limit their use of the phone for personal calls and will not make long-distance personal calls from work. Students should limit the use of their cell phone during work hours to emergencies only.

Dress Code

The CSU does not have a dress code policy. Individual departments may communicate what constitutes appropriate dress for positions within their departments. Business casual dress is appropriate for most departments on most days, although certain activities may warrant something more formal or more casual. Modest, clean, and appropriate dress is typically expected.

Nepotism

Student employees cannot be supervised by, nor report to, anyone that may be considered a family member, nor may that family member provide signature authorization for documentation such as time reporting.

Disciplinary Action and Grievances

Occasionally, job-related problems surface between a supervisor and a student assistant. When such situations arise, the following steps are taken:

Initially, the problem should be discussed between the supervisor and the student assistant. Supervisors may informally document student misconduct to track performance and on-going work-related issues. If the issue is not fully resolved at the time of meeting or the issue is raised again by either party, the grievance should be taken to the Student Employment Office. The Student Employment Office will confer with both parties, either separately or together, and make suggestions to resolve the conflict equitably. If a solution has not been reached at this stage, a formal grievance procedure is available for both the supervisor/department and the student.

The Student Employment Office provides opportunities to students who represent the core values of the institution through their actions both during and outside of their scheduled working hours. With that, any student assistant who is terminated involuntarily from a student employee position due to infractions against the Student Code of Conduct, including but not limited to sexual harassment or discrimination, will be marked as “Ineligible for Student Employment



Rehire” for the remainder of their time as a student at CSUSB.

Please note that all investigations, reports, or allegations will remain confidential within their appropriate department and decisions of rehire eligibility will not be determined until a final decision is reached by the appropriate investigating party.





Attachments

Attachment 1: Campus Hiring Bodies & Contact Information

State-Side Student Employment

Sierra Hall

Kalie King – Student Employment Manager

(909) 537-3546

Student.Employment@csusb.edu

Santos Manuel Student Union (SMSU)

SMSU South

Jennifer Puccinelli – Interim Human Resources Manager

Jesse Felix – Executive Director

South: (909) 537-5940

North: (909) 537-4199

SMSU@csusb.edu

Recreation & Wellness

Recreation Center

Vilayat Del Rossi - Director

(909) 537-2348

Associated Students, Inc. (ASI)

SMSU North

Mike Rister – Executive Director

(909) 537-5932

Asi-frontdesk@csusb.edu

University Enterprises, Corp. (UEC)

UEC Building

Ingrid Valdez – Human Resources Manager

(909) 537-7589

Uec-hr@csusb.edu

Faculty Affairs (ISA, TA, and GA positions – Unit 11)

Chaparral Hall

Dr. Kevin Grisham – Interim Associate Provost

(909) 537-5029

Facultyaffairsanddevelopment@csusb.edu

Attachment 2: Level 1 Data & Rehire Exemptions

Classification Description: Level 1 - Confidential

Access, storage and transmissions of Level 1 Confidential information are subject to restrictions as described in CSU Asset Management Standards.

Information may be classified as confidential based on criteria including but not limited to:

- a) Disclosure exemptions - Information maintained by the University that is exempt from disclosure under the provisions of the California Public Records Act or other applicable state or federal laws.
- b) Severe risk - Information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to the CSU, its students, employees, or customers. Financial loss, damage to the CSU's reputation, and legal action could occur.
- c) Limited use - Information intended solely for use within the CSU and limited to those with a "business need-to know."
- d) Legal Obligations - Information for which disclosure to persons outside of the University is governed by specific standards and controls designed to protect the information.

Examples of Level 1 – Confidential information include but are not limited to:

- *Passwords or credentials that grant access to level 1 and level 2 data*
- *PINs (Personal Identification Numbers)*
- *Birth date combined with last four digits of SSN and name*
- *Credit card numbers with cardholder name*
- *Tax ID with name*
- *Driver's license number, state identification card, and other forms of national or international identification (such as passports, visas, etc.) in combination with name*
- *Social Security number and name*
- *Health insurance information*
- *Medical records related to an individual*
- *Psychological Counseling records related to an individual*
- *Bank account or debit card information in combination with any required security code, access code, or password that would permit access to an individual's financial account*
- *Biometric information*
- *Electronic or digitized signatures*
- *Private key (digital certificate)*
- *Law enforcement personnel records*
- *Criminal background check results*

A background check is also required by law if a student assistant has regular, direct contact with minors, access to stored criminal offender record information, or access to patients, drugs, or medication.

The hiring department emails a background check request form to backgroundcheck@csusb.edu. A Background Check Request form is available on the Human Resources Website and the Student Employment Website.

HR will initiate the background check process. This will consist of the student completing an electronic request from Accurate Background Inc. and/or completing a live scan at the University Police Department. The requestor listed on the form will be notified via email when the background check request(s) have been submitted for the student(s).

Rehire Exception

Any former employee who is re-appointed to a CSU position without a break in service of twelve (12) months or more, will not be subject to the background check requirements. However, if a student employee is re-hired and his/her job duties have changed, it is necessary to determine if a background check is required by law in the new position. In these cases, a background check will need to be cleared before the student may begin working.

Attachment 3: CISP Appointments

Students who are studying at CSUSB on F-1 or J-1 Visas are required to schedule an appointment with the Center for International Studies & Programs (CISP) on the San Bernardino campus prior to scheduling an appointment to complete new hire documents with Student Employment.

CISP will meet with the student and verify all authorization documents are within the appropriate dates and guidelines for International students to work on campus. CISP will provide an email directly to Student Employment that includes the documentation allowing the student to work. The department is still responsible for providing a Transaction Request Form with the 1868 NRA Job Code selected.

International students will still need a Social Security Card for Payroll purposes. International Students may be given a document from CISP allowing them to request a Social Security Card in person at a Social Security Administration Office. Student Employment will accept a confirmation letter or email that a Social Security Card has been requested to avoid delaying the hiring process. Students who bring receipt emails in place of the Social Security Card will be required to bring the hard copy of the card to the Student Employment Office as soon as they are able or when the card is received.

To schedule an appointment with CISP, please guide students to:

1. Visit the International Education CSUSB Website at:

<https://www.csusb.edu/international-education/student-services/current-students/service-requests>

2. Select “Degree Seeking Students” on the web page.
3. Select “I would like to submit a service request” on the Google Document.
4. Select “Employment: NRA Form” as the purpose of the appointment.
5. The student will need to upload their appropriate documents into the Google Doc as prompted.
6. CISP will contact the student and schedule an appointment to complete their documents, then send Student Employment the required information.

Please note that CISP’s turnaround time can be anywhere from 2-5 business days.

Center For International Studies and Programs
Center for Global Innovation, Floor 3
(909) 537-5193
CISP@csusb.edu

Attachment 4: Acceptable Federal I-9 Documents

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.

For receipt validity dates, see the M-274.

<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>		<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>
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Attachment 5: Progressive Discipline Template

This form is intended to be used by departments to facilitate conversations around workplace incidents or disciplinary issues. It is for department use only. This form can be used to document student employee incidents that may lead to further disciplinary action or termination.

Terminations may take place even if this form is not utilized. A supervisor should always inform student employees of unsatisfactory behavior or conduct. Any correspondence regarding disciplinary action should be kept confidential, within the department's records, and is not to be submitted to the Student Employment Office unless included in a Cherwell Separation Request or the student or department sees a need to file a formal grievance or complaint.

Student Name:	Coyote ID:
MPP:	Lead:
Department:	Date/Time of Occurrence:
Please provide a detailed description of the incident.	
Issue: <input type="checkbox"/> Absence <input type="checkbox"/> Safety Violation <input type="checkbox"/> Substandard Performance <input type="checkbox"/> Policy Violation <input type="checkbox"/> Violation of Confidentiality <input type="checkbox"/> Tardiness Other: _____	Disciplinary Action(s) Taken: <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> Probation Period: _____ <input type="checkbox"/> Termination Other: _____
Please provide a detailed description of the resolution.	
Additional departments or resources contacted: <input type="checkbox"/> Student Employment <input type="checkbox"/> Public Safety <input type="checkbox"/> Title IV Coordinator Other: _____	
I hereby certify that all information submitted on this form is true and complete to the best of my knowledge and belief. I understand that if I continue to be employed by the University, I must continue to meet the performance and conduct expectations of my employment.	
Student Signature:	Date:
Lead/MPP Signature:	Date:

Attachment 6: State-Side Departments

State-Side Student Employment's goal is to clarify, where possible, what departments and types of positions fall under the scope of our office in Human Resources. The following departments are all processed by the State-Side Student Employment Office. Any departments not listed should refer to Attachment 1 of this document to find the appropriate hiring body on campus.

Academic Affairs

ASUA
College of Arts & Letters
College of Extended and Global Education
College of Natural Sciences
Financial Aid Administration
Orientation & First Year Experience
Admissions Operations & Systems
Jack Brown Business College
College of Social & Behavioral Sciences
Community Engagement
Graduate Studies
Library Administration
CAL Coyote Radio & Advertising
Student Research
Student Success Studio

Student Affairs

Athletics
Basic Needs & Student Support
EOP
Career Center
Counseling & Psychological Services
Undocumented Student Success Center
Veterans Success Center
Housing & Residential Education
SAIL
Services to Students with Disabilities
VP Student Affairs
Student Health Center
Student Leadership & Engagement

Accounting & Finance

Accounts Payable
Accounting Administration

Student Financial Services
Administration & Finance
Parking
Procurement & Contracts
Public Safety
Risk Management
Printing Services
Shipping & Receiving

Finance and Technology Operations

Information Security
Palm Desert Campus
Technology Support Center
Telecommunications
VP Office
Technologies & Innovations
Creative Media
Digital Transformation
Enterprise & Cloud Services

University Advancement

Strategic Communications
Special Events & Guest Services
Alumni Relations
Philanthropic Giving
Advancement Services

Human Resources

Employee & Labor Relations
Staff Development Center
Employment Services
VP Office
Operations Support

President's Office

Attachment 7: Position Description Guide

Student Employment Positions will vary based on position, duties and responsibilities, and department needs. This attachment serves as a general concept of what can be included in position descriptions but is not meant to serve as a formal template. Please note that student employees should never be delegated a task that is typically intended for a classification given to FTE.

All student employment position descriptions must include the following:

- Student Assistants must maintain a 2.0 GPA or greater for both the current semester and cumulatively.
- Student Assistants must be enrolled in part-time course loads – 6 Units for Undergraduate students, 3 Units for Graduate students.
- NRA or International Student Assistants must be enrolled in full-time course loads – 12 Units for Undergraduate students, 6 Units for Graduate students.
- All Student Assistants must be eligible to work in the United States.

Job Descriptions may include items such as but not limited to:

- Greeting and welcoming guests/customers as soon as they arrive at the office.
- Directing visitors to the appropriate person and office.
- Answering, screening, and forwarding incoming phone calls.
- Ensuring the reception area is tidy and presentable, with all necessary stationery and material (e.g., pens, forms, and brochures).
- Providing basic and accurate information in person and via phone/email.
- Receiving, sorting, and distributing daily mail/deliveries.
- Performing other clerical receptionist duties such as filing, photocopying, and transcribing.
- Providing customer service and support to students, staff, faculty, and visitors.
- Completing paperwork and providing documentation based on prescribed procedures.
- Maintaining a running inventory list.
- Driving administrators to and from meetings.
- Assisting with preparing and organizing materials for divisional programs, meetings, and special events.
- Assisting with tabling events and overall campus events on behalf of the division.
- Utilizing Microsoft Office software to assist with drafting correspondences, generate financial reimbursements, and invoice payments.
- Following up on inquiries on behalf of the department.
- Maintaining the office bulletin board.
- Organize and maintain administrative calendars.
- Participate in on-campus activities such as...
- Develop marketing materials and other digital forms of communication for the department.
- Develop and successfully post to departmental or divisional social media sites.
- Assist with updating departmental or divisional websites.

Attachment 8: Payroll Technicians

Diane Maling

(909) 537-4553

Diane.Maling@csusb.edu

- ASUA

Lucy Sanchez

(909) 537-5159

Lucy.Sanchez@csusb.edu

- Student Payroll Action Request

Tina Overbey

(909) 537-3167

Tina.Overbey@csusb.edu

- College of Social Behavioral Sciences
- President's Office
- Library Services
- VP University Advancement/Public Affairs
- VP Student Affairs/Student Union
- Health Services/Counseling
- Housing
- Support Services
- Career Development
- Services to Students with Disabilities
- Student Leadership & Development
- Events Management

Angelica Gil

(909) 537-3166

Angelica.Gil@csusb.edu

- Budget/Financial Operations
- Procurement and Support Services
- Auxiliary and Business Services
- Palm Desert Campus (PDC)
- Administration & Finance
- College of Natural Sciences
- Accounting

Sabrina Turner

(909) 537-4323

Sabrina.Turner@csusb.edu

- College of Arts and Letters
- Academic Research
- Office of Community Engagement
- Records, Registration, Evaluation & Enrollment
- Academic Affairs
- Athletics/IRT Athletics
- Financial Aid
- Student/ Financial Aid/ Student Financial Services

Jamie Tricinella

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- College of Business & Public Administration
- College of Education
- International Student Services
- College of Extended & Global Education
- Academic Technologies & Innovation (ATI)
- ITS/Help Desk
- Public Safety
- Parking Services

Attachment 9: Activating Handshake for Students

All students at both CSUSB campuses have access to Handshake. Students need to activate their Handshake Profile before they can begin searching for on-campus jobs. To activate their Handshake account, advise students to:

1. Log in to their MyCoyote Portal.
2. Select the widget for “Employment Opportunities.”
3. Select the widget with the Handshake icon to reroute to the student’s Handshake profile.
4. Complete and save the appropriate information to the student profile.
5. Begin searching and applying for positions on-campus.

Please note that students should be advised to contact the Hiring Department should they have questions, comments, or concerns related to applying or being notified of updates for any listed position. The Student Employment Office has no input as to which students are provided with the opportunity to interview or whom the department may select for open positions.

Attachment 10: Determining Federal Work Study for Students

To aid in the employment search for students, it is helpful to know whether they have been awarded Federal Work Study funding. To verify their Federal Work Study award, please advise students to:

1. Log in to their MyCoyote Portal.
2. Select the Student Center widget.
3. Select Financial Aid.
4. Select the appropriate academic year to review FWS eligibility and award.

Work-Study participants (Supervisors and Students) are required to complete an annual training prior to beginning the hiring process. Find relevant training courses on the Staff Development Center’s website, located under the ‘Workforce Readiness’ section.

Please note that hiring departments must complete an electronic document for Hiring a Federal Work Study student and submit the form to the Financial Aid Office before proceeding with Student Employment. This form can be accessed through the Financial Aid Website, under “Current Students,” “Federal Work Study,” and select “Request to Hire a FWS Student/ISA.”

Federal Work Study and LAEP student employees will receive documentation through Adobe that they must complete and submit.

It is the student and the hiring department’s responsibility to ensure that students who are hired have been awarded Federal Work Study funding. All Work Study students are required to stop working if they exceed their award for the academic year. Timesheets must be submitted with an attached course schedule for all FWS student employees.

Attachment 11: Sample Interview Questions

Please note that departments *may* ask questions from this list, but it is a resource. The overall goal is to prepare students to discuss their abilities and knowledge with the hiring manager and other department representatives.

General Questions

What interests you most about this position?

What has been your biggest accomplishment to date?

What are your greatest strengths?

What are your greatest areas for improvement?

What are you hoping to learn from your position on campus?

Customer Service

How would you define good customer service?

Tell me about a time you had to manage an upset customer, what was the outcome?

Give an example of a time you went beyond your job duties to make a difference.

How do you manage working in a demanding environment with constant interruptions?

Communication

Tell me about a time you had to adjust your communication style to accommodate a customer or coworker.

Describe a time you had to present an idea to others and how you managed the presentation.

Describe a time you had to communicate difficult or uncomfortable information to someone.

Accountability

Give an example of a time when you took on more work than was required of you to assist your team.

Tell me about a time you were asked to complete a task but did not have the necessary tools or knowledge to do so, what did you do?

Tell me about a time you exceeded your goals or expectations, and a time when you missed your goals or expectations.

Tell me about a mistake you have made in the workplace and how you managed the situation.

Teamwork & Leadership

Tell me about a time when you had to rely on others to complete a project or solve a problem, how did you keep those around you accountable and how did it turn out?

Describe a situation where you had to take the lead of a group, how did it go?

Describe a situation when you were part of a group that did not work well together, how did you learn from that situation?

Do you feel you are better as an individual contributor or a team contributor? Which do you prefer and why?

Attachment 12: Submitting Background Checks and LiveScan

Student Employees whose position requires them to be in regular, direct contact with minors must have a LiveScan completed with University Police before they can schedule their student employment intake appointment. The department is responsible for identifying which students require Background Checks and Livescans. Background Checks and LiveScans are completed at no cost to the student. Departments are responsible for the costs of LiveScans, and invoices are typically submitted by University Police to the hiring department's budget office each month.

Background Check/LiveScan requests can be accessed by visiting the Talent Acquisition Website, selecting the "background Check Policy" Widget on the main page, and clicking the downloadable link to Student Assistants Background Check Request Form under "Request Forms."

Departments may follow these steps to submit a Background Check and/or LiveScan request to Student Employment:

1. Download the Background Check and LiveScan Request form from the Talent Acquisition or Student Employment Website. There will be an Excel Spreadsheet specifically labeled "Student Assistants Background Check Request Form."
2. Complete the Excel Spreadsheet to indicate which student(s) are being hired, their CoyoteID, Job Code, Student Email, Hiring Department, Requestor, Requestor Email, and Hiring Department MPP. The document will also ask questions that indicate whether the student needs a Background Check and/or LiveScan.
3. Email the completed spreadsheet to Backgroundcheck@csusb.edu with the type of request listed in the subject line – "Student Employment Background Check/LiveScan."

Once the hiring department submits a request that requires a LiveScan, the student will receive a notice to schedule their appointment with University Police.

Background checks will be initiated by the Student Employment Department through Accurate Background. No action is needed by the student.

Please allow 3-5 business days for background checks to be processed, and 3 business days to 14 business days for LiveScan results to be processed. The hiring department will be notified of the results for each request when they become available.

Multiple requests may be included on each spreadsheet but only for like requests. Please separate Student Employee, Faculty, Staff, Unit 11, and Volunteer requests into their respective downloadable forms.

Attachment 13: Week 1 Training Guide

Department supervisors and administrators must review the following topics with their new student employees (policies, procedures, guidelines) as part of their continued new hire training. Training must be done during paid hours. While students do attend an On-Boarding Session with Student Employment, continued exposure to this information on a more individualized basis can influence the success of your Student Assistant.

Tour:

- Bathrooms
- Primary workstation
- Personal item storage
- Supply areas
- Introduction to Faculty/Staff
- Introduction to other Student Assistants
- Break Room (if applicable)
- Offices within the department
- Location of printers and copy machines

Phones:

- Transferring calls
- Holding calls
- Important numbers/extensions
- Applicable usage

Computers:

- Student Log-in for all systems necessary
- Programs frequently used by the department
- Department policy on personal use of the computer

Office Etiquette:

- Dress expectations
- Reporting me worked

- Daily duties & responsibilities
- Relaying Information
- Visitor Policy
- Punctuality & Attendance
- Breaks and Lunch
- Requesting Time Off or Reschedules

Department Emergency Procedures:

- Location of first aid kit, fire extinguishers, emergency exits
- Emergency and evacuation procedures

Online Compliance Training:

- Data Security & FERPA
- Gender Equity & Title IX
- Discrimination & Harassment Prevention
- Injury, Illness & Prevention
- Hazard Communication
- Fire Safety & Prevention
- Emergency Disaster Preparedness

Professional Growth:

- Student's strengths
- Areas for Improvement
- Goals in this position
- Degree program Alignment
- Who is the student's supervisor?

Attachment 14: State-Side Student Employment Classification Table

Job Codes	Classification	Eligibility Requirements
1870	Student Assistant	Enrolled half time minimum each semester of the academic year: ≥ 6 units (UG), or ≥ 3 units (G).
1871 FWS	Federal Work Study (On campus)	Receiving FWS as part of FAFSA award, approved by Financial Aid, enrolled in ≥ 6 units (UG) or ≥ 3 (G). Contact the CSUSB Federal Work-Study Office.
1872 FWS	Federal Work Study (Off campus)	Receiving FWS as part of FAFSA award, approved by Financial Aid, enrolled in ≥ 6 units (UG) or ≥ 3 (G). Contact the CSUSB Federal Work-Study Office.
1874	Bridge Student Assistant	Enrolled half time minimum in the previous term, AND enrolled minimum half time in upcoming term, does not require enrollment in Summer Session. <i>May work a maximum of 40 hours/week.</i>
1875 FWS	Federal Work Study Bridge (On campus)	Receiving FWS as part of FAFSA award, enrolled half time minimum in the previous term, AND enrolled minimum half time in upcoming term, does not require enrollment in Summer Session. Contact the CSUSB Federal Work-Study Office.
1876 FWS	Federal Work Study Bridge (Off campus)	Receiving FWS as part of FAFSA award, enrolled half time minimum in the previous term, AND enrolled minimum half time in upcoming term, does not require enrollment in Summer Session. Contact the CSUSB Federal Work-Study Office.
1868 (NRA) International Students on F-1 or J-1 Visas	Student Assistant Non- Resident Tax Status	Enrolled full time throughout Academic year: ≥ 12 units (UG) or ≥ 6 units (G), does not require enrollment in Summer Session. Requires additional approval from CSUSB Center for International Studies and Programs.
1151 ISA	FWS Instructional SA (On campus)	Receiving FWS as part of FAFSA award, approved for hire by the Department. Contact the CSUSB Federal Work-Study Office.
1153 ISA	FWS Instructional SA (Off campus)	Receiving FWS as part of FAFSA award, approved for hire by the district/school. Contact the CSUSB Federal Work-Study Office.
1880 LAEP	Learning Aligned Employment (On campus)	CA residents enrolled at half time minimum each semester of the academic year: ≥ 6 units (UG or Teaching Credential). Contact the CSUSB LAEP Office.
1881 LAEP	Learning Aligned Employment (Off campus)	CA residents enrolled at half time minimum each semester of the academic year: ≥ 6 units (UG or Teaching Credential). Contact the CSUSB LAEP Office.
1882 LAEP	Learning Aligned Employment Bridge (On campus)	CA residents enrolled minimum half time in the previous term, AND enrolled minimum half time in upcoming term ≥ 6 units (UG or Teaching Credential). Does not require enrollment in Summer Session. Contact the CSUSB LAEP Office.
1883 LAEP	Learning Aligned Employment Bridge (off campus)	CA residents enrolled minimum half time in the previous term, AND enrolled minimum half time in upcoming term ≥ 6 units (UG or Teaching Credential). Does not require enrollment in Summer Session. Contact the CSUSB LAEP Office.

Attachment 15: Hiring Department Checklist

Department Checklist

This form may be utilized by Administrators/MPP's to ensure all steps of the hiring process are followed.

Conditional Offer – Let the student know they have been selected and begin submitting the proper paperwork to the Student Employment Office. Inform the student if they will be required to complete a Background Check and/or Live Scan to gain employment within the department.

Background Check – Initiate with Student Employment by marking the proper boxes on the Transaction Request Form. Students need a background check if:

- The position requires being in regular, direct contact with minors.
- The position requires access to stored criminal offender record information.
- The position requires access to patients, drugs, and medication.
- The position requires access to, or control on a regular basis of amounts greater than \$10,000 in cash, checks, credit cards, and/or credit card account information.
- The position requires access to level 1 data. (Please see attachment 3 for an outline of level 1 data.)

Live Scan – Initiate with Student Employment by completing the Student Employee Background Check Excel Sheet and emailing it to Backgroundcheck@CSUSB.edu.

New Hire Documents - Submit Student Assistant Transaction Request Forms and Routing Slips to the Student Employment Office.

Important Notice

Students are not permitted to begin working until a *Clear to Start* Email is received by the student and all supervisors listed on the Transaction Request Form or FWS or LAEP Authorization Form. The email will come from the Student Employment inbox and will include the details of the position such as compensation rate, job code, hiring department, hours allotted per week, and an authorized “first day” of work date. This email will also have an attachment in the form of an appointment letter to the student that outlines the same information as well as terms of employment.

Students should provide their work lead or supervisor with a completed routing slip that includes a date stamp and initials of the Student Employment representative who completed their intake appointment. The routing slip will also indicate if the student is missing any documents.