ABC 2014 Fall Summit

Hiring Students

An Overview

September 9, 2014
Class Objectives

- Understand the different types of Student Employees on campus
- Understand the eligibility and employment policies for state student employees
- Understand how to start and stop employment
- Understand the payroll cycles
- Understand the payroll systems
Where do students work on campus?

- **Cal Poly State Student Employees** – meet the State Student classification standards and work in support of the University.

- **Cal Poly Corporation Student Employees** – work in support of core CPC functions, such as:
  - Campus Dining, Research, Conference & Events

- **Cal Poly ASI Student Employees** – work in support of core ASI functions, such as:
  - Rec Sports, Children’s Center, University Union
Cal Poly State Student Employees

- Student Assistants (SA)
- Instructional Student Assistants (ISA)
- Teaching Associates (TA)
- Graduate Assistants (GA)
General Info and Requirements

- Payday is on or about the 15th
- Students pick up checks in 01-211 Student Accounts
- Students may not work overtime
- Students may not work more than 20 hours per week in ALL student positions during the academic year
- Students may not work more than 40 hours per week in ALL student positions during the academic break
General Info and Requirements

- Change of address for W-2 purposes with Payroll
- Only need to complete one Form I-9 and show SSC once in student career
- Payroll Website – lots of information!
- Student Payroll Lead
  - Monica Bennett  6-5865
- ISA Payroll Lead
  - Lisa West  6-5868
Student Assistant (SA)

- Student Assistant’s:
  perform duties ranging from unskilled to skilled and/or specialized, in a variety of positions that typically require the use of manual, clerical, public contact, and/or analytical skills

- Student Assistant’s DO NOT:
  perform academic related duties such as instruction, tutoring, grading, evaluating, research, and assisting faculty with classroom activities
Classification Highlights

- Must be enrolled at Cal Poly in a minimum of:
  - Undergraduates: 6 units per quarter
  - Graduates: 4 graduate level units per quarter
- Units must be in a degree seeking program (matriculated)
- FICA exempt and do not pay retirement
- Students who have temporarily interrupted academic progress *may* still qualify as “Bridge Student”
Student Assistants (SA)

Bridge Students

- Continuing students - enrolled in minimum units in spring quarter in order to work in summer quarter
- Students who work one quarter immediately following graduation
- Lose FICA exemption and pay into retirement plan
- See Student Handbook for full details
- Please note: first-time students who have been admitted to Cal Poly may NOT work as student assistants prior to their actual enrollment
Federal Work-Study Program

- The federal government contributes 75% while employers contribute the required 25% matching share of the student’s hourly rate of pay.
- A student’s eligibility is determined by the Financial Aid Office and a FWS award is made when financial need exists and if funds are available (student must complete FAFSA).
- It is the employer’s responsibility to verify that a student has a work-study award.
- Students may earn up to but not exceed their work-study award amount.
Student Assistants (SA)

What is the Department responsible for?

- Application, job interviews and applicant selection
- Determining details of the position and rate of pay (within salary range)
- Sending new SA to Payroll Services no later than the first day of work for pay (Form I-9). Must also bring original Social Security Card
- Hiring student online using the Student Pay System
- Ensuring hours are entered online and approved according to posted payroll calendar dates
- Terminating student job online
Student Assistants (SA)

- Custom Student Pay System
- Email reminders
- My Cal Poly Portal
  - Personal Info Tab
  - My Job Tasks

abc.afd.calpoly.edu
Student Payroll System

See Payroll Website for Step-by-Step Guides!

The last day to correct / approve time for September 2014 (09/01-09/30) pay period is 10/03/2014

(Note: To change your password, use the password manager channel within the portal.)
The majority of work performed by an Instructional Student Assistant is tutoring, grading and/or teaching.

Evaluated by assessing the work performed in a given appointment, in a given academic department or equivalent administrative unit, over the course of an academic term.

Final eligibility performed by Academic Personnel.
Instructional Student Asst. (ISA)

- Enrollment Eligibility
  - Must be enrolled in at least 1 unit during academic year

- What is the Department responsible for?
  - Submit ISA 101 form to Academic Personnel
  - Send new ISA to Payroll Services no later than the first day of work for pay
  - Ensure ISA brings documents to complete Form I-9 and their original social security card (if they have never been a student employee on campus)
  - Ensure hours are entered and approved online
Instructional Student Asst. (ISA)

Classification highlights:

- Federal work-study program eligible
- Off campus work programs available
- May work during academic breaks, but is a separate job data record
- No “Bridge” classification; must be enrolled in at least 1 unit during the academic year, including summer quarter, to qualify for FICA exemption
- Can work during summer quarter and during breaks, but loses FICA exemption and pays into retirement
Instructional Student Asst. (ISA)

- PeopleSoft online entry and approval system
- My Cal Poly Portal
  - Personal Info Tab
    - My Job Tasks
      - Manage ISA Payroll

See Payroll Website for Step-by-Step Guides!

If you experience any difficulties accessing the links above, please contact the Service Desk at 756-7000.

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Graduate Assistants (GA)

- Graduate Assistants
  - Graduate Assistants assist a regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work. Registered in a CSU graduate degree program. Cannot be instructor of record.
  - Hired through Academic Personnel; salaried job.
  - Can be combined with other student jobs, but all jobs combined cannot exceed 20 hrs./week during academic year or 40 hrs./week during break.
Teaching Associate (TA)

- Teaching Associates
  - Teaching Associate classification provides currently enrolled or admitted CSU graduate students with part-time employment offering practical teaching experience in fields related to their advanced study. Registered in a CSU graduate degree program. Can be instructor of record with direct supervision of faculty member.
  - Hired through Academic Personnel; salaried job.
  - Can be combined with other student jobs, but all jobs combined cannot exceed 20 hrs./week during academic year or 40 hrs./week during break.
Tips for Success

- Implement internal student tracking; use paper student timesheets to assist tracking for SA and ISA
- Review training materials on Payroll Website
- Attend upcoming courses through AFD Business Connection (ABC)
- Watch for important dates on the Payroll Calendar
- Act on email reminders
- Good communication with Payroll
Questions for me?

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