Hiring Student Employees with University Campus Program Funds

February 27, 2015
Today’s Objectives

To understand:

- what’s changing
- which students are affected
- how the transition will work from CPC to State payroll
- the different types of state student employees
- how to initiate a new student hire using UCP funds
Background

As of November 1, 2014, the University (State) began providing administrative services for the Cal Poly Foundation; these services were previously provided by the Cal Poly Corporation.

- Administrative services include:
  - Purchases
  - Expenditures
  - Employee hiring (including students)
- Transition activities are ongoing
**Big Picture - Student**

**From**

- **CPC Student Employee**
  - Hired by Department
  - New Employee Intake at CPC Admin Bldg. 15
  - Student Works
  - Enter Hours Online in Kronos
  - Paid Bi-Weekly on Friday
  - Pick up paycheck at CPC Admin Bldg. 15

**To**

- **State Student Employee**
  - Hired by Department
  - New Employee Intake at State Payroll Admin Bldg. Room 107
  - Student Works
  - Enters Hours Online in Student Pay System or PeopleSoft
  - Paid Monthly on 15th
  - Pick up paycheck in Admin Bldg. Room 211
Which students are affected?

Student employees hired using authorized University Campus Program funds (formerly Cal Poly Foundation) a.k.a. “Gift” funds.

Prior
Org Key Range: 60000 - 79999
CPC Payroll Key: 90000 - 90999

Now
The Campus Program “Org Key” becomes the “Fund”

Example State Chart Field String:

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Account</th>
<th>Program</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>60441</td>
<td>100400</td>
<td>6xxxxx</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Transition Activities

Timeline: January-March 2015

1. Identify affected students
2. Email questionnaire to program coordinators in order to classify affected students and confirm continued employment
3. Authorize funding, create positions, and hire in appropriate systems based on results
4. Circle back to departments to confirm hire and details of the position
5. Notify affected students
Transition Activities

Any student who is not a current or previous state student employee will have an additional step of completing a new employee intake with Payroll Services no later than the first day of work for pay.

This includes

- Completing a Form I-9 with acceptable docs
- Providing their original social security card

Payroll Services will alert affected students and program coordinators who needs this step
Transition Activities

- Cal Poly Corporation will end date all University Campus Program (UCP) student employees in the payroll system on 3/30/15
- Timesheets will no longer be available
- New UCP student employees should be hired through the State effective immediately
- Current UCP student employees will be transitioned by 3/30/15
# State Student Employee Classifications

<table>
<thead>
<tr>
<th></th>
<th>Student Assistants (SA)</th>
<th>Instructional Student Assistants (ISA)</th>
<th>Teaching Associates (TA)</th>
<th>Graduate Assistants (GA)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Form to Initiate Hire</strong></td>
<td>Student Employ Request Form (SERF)</td>
<td>ISA 101 (student-copy; orig-dept.)</td>
<td>eAP101 (student-copy; orig-dept.)</td>
<td>AP101 (student-copy; orig-dept.)</td>
</tr>
<tr>
<td><strong>Hiring Office</strong></td>
<td>Payroll Services 6-2605</td>
<td>Academic Personnel 6-5228 / 2841</td>
<td>Academic Personnel 6-5228 / 2841</td>
<td>Academic Personnel 6-5228 / 2841</td>
</tr>
<tr>
<td><strong>Hours Entry System</strong></td>
<td>Student Payroll System</td>
<td>PeopleSoft Timesheet</td>
<td>None – salaried employee</td>
<td>None – salaried employee</td>
</tr>
<tr>
<td><strong>Payroll Contact</strong></td>
<td>Monica Bennett 6-5862</td>
<td>Lisa West 6-5868</td>
<td>Main Line 6-2605</td>
<td>Main Line 6-2605</td>
</tr>
</tbody>
</table>
Handout Packet Review

- University Campus Program Gift Fund Agreement
- New Student Position Funding Form
- State Student Employee Classification Descriptions
- Student Employment Request Form (SERF)
- ISA 101
- ASE 101
- Payroll Calendar
Hiring UCP Student - Overview

- Fund Created
- Position Number Created
- Student Hire Process
- New Employee Intake

Each step is pre-requisite to the next
**Fund Created**

- Process to create the fund has not changed
- University Campus Program Gift Fund Agreement is submitted to Debbie Tuson
- Once the details are reviewed and approved, the fund number is created
- Debbie alerts program coordinator via email:
  - Fund Number
  - Details
  - If employee hiring is part of the agreement, “New Position Funding Form” is included
Position Number Created

- New Student Position Number Request Form
- Email to Budget to create the position number
- Budget alerts program coordinator via email that the position is created and what the number is
- Overnight refresh for it to show up in Student Pay System
- You must have department security to see these position numbers
# Student Hire Process

<table>
<thead>
<tr>
<th>Student Classification</th>
<th>Never worked for State</th>
<th>Current State Employee</th>
</tr>
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</table>
| Student Assistant (SA)         | 1. Department completes SERF  
2. Department uses position number given by Budget  
3. Department sends Student to Payroll Services for new employee intake  
4. Payroll Services hires Student into Student Pay System  
5. Online timesheet will be available within 3-5 business days | 1. Department hires Student online in the Student Pay System using the position number given by Budget  
2. No action for student as they have already met I-9 and SSC requirements  
3. Online timesheet will be immediately available |

More information on Payroll Services Website: [http://afd.calpoly.edu/payroll/student_employment.asp](http://afd.calpoly.edu/payroll/student_employment.asp)
## Student Hire Process

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<tbody>
<tr>
<td>Instructional Student Assistants (ISA)</td>
<td>1. Department completes ISA 101 and ASE 101 (copy to student; original filed in dept. office) &lt;br&gt;2. Send Student to Payroll Services for new employee intake &lt;br&gt;3. Payroll sends all documents to Academic Personnel &lt;br&gt;4. Academic Personnel completes hiring in PeopleSoft &lt;br&gt;5. Online timesheet will be available within 3-5 business days</td>
<td>1. Department completes ISA 101 and ASE 101 (copy to student; original filed in dept. office) &lt;br&gt;2. Department sends completed ISA 101 directly to Academic Personnel &lt;br&gt;3. Academic Personnel completes hiring in PeopleSoft &lt;br&gt;4. No action for student as they have already met I-9 and SSC requirements. We do prefer the student however to attend an ISA specific intake in Payroll Services. &lt;br&gt;5. Online timesheet will be available within 3-5 business days</td>
</tr>
</tbody>
</table>

More information on Academic Personnel Website: [http://www.academic-personnel.calpoly.edu/content/forms](http://www.academic-personnel.calpoly.edu/content/forms)
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<th>Student Classification</th>
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<th>Current State Employee</th>
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</thead>
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<tr>
<td>Teaching Associates (TA) and Graduate Assistants (GA)</td>
<td>1. Department completes ASE 101 (copy to student; original filed in dept. office)</td>
<td>1. Department completes ASE 101 (copy to student; original filed in dept. office)</td>
</tr>
<tr>
<td></td>
<td>2. For TA - Department initiates eAP101 process</td>
<td>2. For TA - Department initiates eAP101 process</td>
</tr>
<tr>
<td></td>
<td>3. For GA – Department sends completed AP101 directly to Academic Personnel</td>
<td>3. For GA - Department sends completed AP101 directly to Academic Personnel</td>
</tr>
<tr>
<td></td>
<td>4. Send Student to Payroll Services for new employee intake</td>
<td>4. Academic Personnel completes hiring in PeopleSoft</td>
</tr>
<tr>
<td></td>
<td>5. Payroll sends all documents to Academic Personnel</td>
<td>5. No action for student as they have already met I-9 and SSC requirements.</td>
</tr>
<tr>
<td></td>
<td>6. Academic Personnel completes hiring in PeopleSoft</td>
<td></td>
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Note: These are salaried positions. No online entry of hours required.

More information on Academic Personnel Website: [http://www.academic-personnel.calpoly.edu/content/forms](http://www.academic-personnel.calpoly.edu/content/forms)
New Employee Intake

- New employees must complete intake no later than the first day of work for pay

- Student must bring:
  - Hiring document (completed and authorized SERF or ISA101, not required for GA and TA)
  - Documents to complete the Form I-9
  - Original Social Security Card
  - If Federal Work Study, they must bring their award letter

- The student may not begin working until Payroll has authorized the Form I-9
Resources

- State Payroll Services 756-2605
- Academic Personnel 756-5228/756-2841
- University Campus Programs 756-6116
  https://afd.calpoly.edu/fiscalservices/university_campus_programs.asp
- Cal Poly Corporation Payroll 756-6645
- Cal Poly Corporation HR 756-1121
Questions?

In the audience today to answer questions:

- Cal Poly Corporation HR Staff/Management
- Academic Personnel Staff/Management
- Payroll Services Staff/Management
- Debbie Tuson, University Campus Programs
- Budget/CFS Staff/Management