ABC 2015 Fall Summit

Hiring Students
An Overview

September 9, 2015

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* – meet the state student classification standards and work in support of the University

*Cal Poly Corporation* - 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

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**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

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
Now a word from our funding source…

Students can be hired into positions funded by different sources as appropriate…you just need to tell us where!

https://afd.calpoly.edu/business_connection/Documents/New_Student_Position_Form.docx

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### Student Assistant (SA)

- **Student Assistant’s DO:**
  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
Student Assistant (SA)

- 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”

Bridge Student Assistants

- Continuing students - enrolled in enough units in spring quarter to work in summer quarter (but not enrolled 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.
- Work study students must show proof in Payroll.

### 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.
Hiring New Student Assistants

Follow the six steps!

https://afd.calpoly.edu/payroll/student/new

Student Assistants (SA)

- Custom Student Pay System

- Email reminders

- My Cal Poly Portal
  - Personal Info Tab
    - My Job Tasks
Student Payroll System

See Payroll Website for Step-by-Step Guides or attend “Student Assistant Payroll Process” session at this year’s Fall Summit!

Instructional Student Asst. (ISA)

- 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

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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 or attend “ISA Payroll Process” session at this year’s Fall Summit!

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 sessions at this year’s Fall Summit for details on payroll process
- Watch for important dates on the Payroll Calendar
- Act on email reminders
- Good communication with Payroll