



SAN DIEGO STATE  
UNIVERSITY

**STUDENT EMPLOYMENT  
HANDBOOK**

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## General Information

This manual is designed for use by SDSU employees who hire and/or supervise students. It provides information regarding general policies, supervisor responsibilities, and student responsibilities. Please note: this handbook does not include information regarding Teaching Associate or Graduate Assistant appointments.

Student employees are part-time, temporary employees intended to supplement operational needs. While some duties may overlap with staff employees, the majority of duties should 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 are flexible to accommodate the academic program of the student.

## Eligibility for Employment

Student employees must meet the minimum eligibility criteria as described below:

- No student may begin working until all steps of the hiring process have been completed and the department coordinator and supervisor receive notification from Human Resources that the student may begin working. This includes rehired/reappointed students.
- Undergraduate students must be registered/enrolled in a minimum of six (6) Fall/Spring units at SDSU
- Graduate students must be registered in a minimum of five (5) units in a graduate program or a 799 thesis course at SDSU
- Non-Resident Alien Student Assistants must be enrolled full-time at SDSU.
- Upon graduation, Non-Federal Work Study Student Assistants may work up to the last official day of the academic term. In addition, campuses may allow graduating Student Assistants to work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant.
- Continuing students may work during the summer in a Bridge appointment if not registered for classes
- All student employees must be in good academic standing with the University in order to work (not on academic probation).
- Students who are employed on campus as staff or faculty may not be concurrently employed in a student classification.
- All international students who have F-1 and J-1 visa status must follow a set of immigration regulations as outlined by the U.S. government in order to maintain their international student status.

## Hiring a Student

<b>Step 1</b> Need for Student Position Identified by Department	Hiring Department identifies hiring need for a student assistant. If necessary, request a new position number by submitting a <a href="#">Position Action Request (PAR)</a> through <a href="#">Budget &amp; Finance</a> .
<b>Step 2</b> Determine Type of Student Assistant Needed	Determine type of student employment: <ul style="list-style-type: none"><li>• Student Assistant/NRA Student Assistant (Non-Work Study)</li><li>• Work Study<sup>9</sup></li><li>• Instructional Student Assistant</li></ul> See <a href="#">Student Classifications</a>

<p><b>Step 3</b> Rehiring a Student</p>	<p>If rehiring a previously employed student assistant, then skip to step 9.</p>
<p><b>Step 4</b> Post the Job</p>	<p>Post the job opening using <a href="#">Handshake</a>. For assistance contact Career Services at <a href="mailto:careerservices@sdsu.edu">careerservices@sdsu.edu</a> or 619-594-6851.</p>
<p><b>Step 5</b> Students Submit Applications</p>	<p>Students review job openings and apply directly through Handshake.</p>
<p><b>Step 6</b> Review Applications and Schedule Interviews</p>	<p>The hiring manager reviews required materials from applicants and schedules interviews.</p>
<p><b>Step 7</b> Interview Candidates</p>	<p>To establish appropriate standards for selection, the following suggestions may prove useful:</p> <ul style="list-style-type: none"> <li>• Identify essential elements for successful performance at the job, and evaluate the applicants in relation to those job requirements.</li> <li>• Provide the student with an accurate description of the job.</li> <li>• Encourage the student to ask questions about the job requirements.</li> <li>• Take notes on the responses made by each applicant to refresh your memory when making the selection.</li> <li>• Questions must remain job related.</li> </ul>
<p><b>Step 8</b> Make an Offer of Employment</p>	<p>Select the top candidate and make an offer of Employment. When making an offer be sure to provide the student with the following information:</p> <ul style="list-style-type: none"> <li>• Pay Rate</li> <li>• Start Date</li> <li>• Background check requirements (if applicable)</li> <li>• Schedule (if known)</li> </ul>
<p><b>Step 9</b> Submit SEA Form</p>	<p>Once an offer is accepted, department coordinator or supervisor submits a Student Employment Authorization (SEA) form. SEA forms and instructions can be found on the <a href="#">Student Hiring</a> website.</p> <p>**For FWS positions, a current job description must be on file for each position. See <a href="#">Job Descriptions</a></p>

<p><b>Step 10</b> Background Check</p>	<p>If the position is marked sensitive on the SEA form, Human Resources will initiate a background check. The student and department coordinator will be notified by email when the background check has been initiated and when it is complete.</p> <p><b>**For positions requiring <a href="#">Live Scan</a> fingerprinting, it is the responsibility of the hiring department to provide the forms and instructions for the student to complete Live Scan.</b></p>
<p><b>Step 11</b> Student Completes Preboarding</p>	<p>Once the SEA is received by Human Resources, the student will be emailed preboarding requirements with a copy to the department coordinator. If preboarding is not required (e.g. rehired student), they will not receive a preboarding email.</p> <p>Students must complete ALL preboarding steps before their SEA will be processed.</p>
<p><b>Step 12</b> SEA is Processed in PeopleSoft</p>	<p>After the student has completed all preboarding requirements, the SEA is processed in PeopleSoft and the department coordinator, official “Reports To” supervisor, and the FWS division coordinator (if applicable) will receive an SEA Action Complete email. This email notifies the hiring department that the student may begin working. <b><u>Students may not begin working until the SEA Action Complete email is received.</u></b></p> <p>The student will receive a separate email with instructions for submitting their hours and claiming their student employee SDSUId.</p>

## Student Classifications

### Student Assistant (Job Code: 1870)

This classification is used during the fall and spring terms. Also during summer if the student is enrolled in either summer session.

- Students may work up to 20 hours per week when classes are in session.
- When school is not in session due to academic breaks (example spring break and winter session), student assistants may work up to a maximum of 40 hours per week but shall not be scheduled, nor permitted, to work overtime.
- Earnings under this job code are exempt from FICA (Social Security and Medicare) and DPA PST (Part- time, Seasonal, Temporary Employee Retirement Program).
- [Classification and Qualification Standards](#)

### Bridge (Job Codes: 1874/1875)

This classification is used during the summer term when the student is not registered for classes and for one semester immediately following a student graduating.

- To be eligible to work during the summer term: student employees must have been enrolled during the previous academic term and be registered for the subsequent academic term.
- A student must be determined eligible for summer Federal Work Study to work under that program during the summer period (approximately June 1 to August 31).
- The Bridge Student Assistant may work up to 40 hours per week but shall not be scheduled, nor

permitted, to work overtime.

- See [Classification and Qualification Standards](#) for typical job duties and qualifications
- Earnings under this job code do not qualify for the student FICA exemption and are placed into the mandatory retirement program for Part-Time, Seasonal, and Temporary (PST) employees. The PST takes a mandatory retirement contribution of 7.5%. Student Employees may apply for a refund of retirement contributions when they have separated from all CSU or state employment for 90 days. All questions pertaining to the PST and ways to receive a refund can be located on the [PST website](#).

#### Federal Work Study (Job Codes: 1871/1872)

This classification is used during the fall and spring semester. Also during summer if the student is enrolled in either summer session.

- Students must meet eligibility requirements of the Federal Work Study (FWS) program as determined by The Office of Financial Aid & Scholarships.
- Students may work up to 20 hours per week when classes are in session.
- When school is not in session due to academic breaks (example spring break and winter session), student assistants may work up to a maximum of 40 hours per week but shall not be scheduled, nor permitted, to work overtime.
- It is the responsibility of the supervisor to monitor a student's earnings to make sure that they do not exceed the FWS award.
- See Classification and Qualification Standards for typical job duties and qualifications: [On-Campus Work Study](#), [Off-Campus Work Study](#)
- Earnings under this job code are exempt from FICA (Social Security and Medicare) and DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program).
- Once the FWS award has been exhausted, supervisors may appoint the student to a non-FWS position.

#### Non-Resident Alien (NRA) Student Assistant (Job Code: 1868)

This classification is used during all terms for international students possessing either a J-1 or an F-1 student visa, and whose tax residency status is a nonresident alien.

- On-campus employment is permitted only on the campus that issues the I-20/DS2019, and a student must have valid F-1 or J-1 status.
- The Non-Resident Alien Student Assistant must be enrolled and attending full-time at SDSU.
- The Student Assistant may work up to, but not in excess of, 20 hours per week when school is in session. This includes concurrent Instructional Student Assistant positions.
- May work on campus full-time during the summer, provided they have completed the prior spring semester and will be attending the upcoming fall semester.
- See [Classification and Qualification Standards](#) for typical job duties and qualifications
- Earnings under this job code are exempt from FICA (Social Security and Medicare) and DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program.)

#### Instructional Student Assistant (ISA) (Job Codes: 1150/1151/1152/1153)

This classification is used during all terms and may be used for international students performing ISA duties.

- Instructional Student Assistant (ISA) classification is distinguished from other Student Assistant classifications by the nature of work performed such as tutoring, grading and/or tutoring, grading and/or teaching work.

- ISAs may work up to 20 hours per week when classes are in session.
- When school is not in session due to academic breaks (example spring break and winter session), student assistants may work up to a maximum of 40 hours per week but shall not be scheduled, nor permitted, to work overtime.
- Earnings under this job code are exempt from FICA (Social Security and Medicare) and DPA PST (Part-time, Seasonal, Temporary Employee Retirement Program).
- See [Classification and Qualification Standards](#) for typical job duties and qualifications.

## Job Descriptions

Federal Work Study Positions - The Federal Work Study (FWS) program requires that all FWS positions have a current job description on file for each FWS position. FWS job descriptions must be submitted using one of the templates located on the [FWS Job Description](#) website.

Non-FWS positions – a job description is not required, but it is encouraged to provide students with a brief written description of job duties and qualifications.

## Onboarding Process (Preboarding)

New student employees will receive an email with preboarding requirements. They must complete both steps of the preboarding process:

1. Initiate New Hire Documents – complete the preboarding packet online
2. Finalize Pre-employment – meet with HR Services to present documentation which establishes their identity. An appointment may be required.

International Students Social Security Number – if an international student does not have a social security number, they must apply for one before they can begin working.

Application for a Social Security Card requires a letter from the Center for Human Resources addressed to the Social Security Administration. In order for the student to obtain this letter from CHR, the supervisor must either submit the SEA form or provide the student with an offer letter which includes the following: employee name, expected dates of employment, pay rate, time base, classification, supervisor's name and work phone number, and department.

Additional documentation must be obtained from the International Student Center (ISC). For more information, visit the [ISC website](#).

## Work Schedule, Meal and Rest Periods

### Work Schedule

A student should work a regular schedule through the semester. Student employees must obtain a supervisor's approval before making a schedule change.

The supervisor should attempt to accommodate the student's schedule. Once a work schedule is established, the student employee should either arrive on time or notify the supervisor of a delay or absence as soon as possible, but no later than the beginning of the scheduled work period.

Student employees with multiple positions on campus must coordinate their schedule to ensure that they do not exceed the weekly maximum number of hours worked as described below:

- During regular academic terms (spring/fall semester and summer when taking classes at SDSU): student employees are allowed to work up to a maximum of 20 hours per week.

- During the academic breaks (winter/spring): student employees are allowed to work up to a maximum of 40 hours per week and shall not be scheduled, nor permitted, to work overtime.
- During the summer term: student employees not taking classes are allowed to work up to a maximum of 40 hours per week and shall not be scheduled, nor permitted, to work overtime.
- Observed Holidays: Student employees should not be scheduled to work during an observed Holiday nor are they eligible for Holiday Pay.

### Graduating Seniors

- Federal Work Study - graduating FWS students may work until the last day of classes (before finals).
- Non-FWS – graduating non-FWS students may work through the last day of the semester.
- Graduating students may work one term immediately following graduation in Bridge Student Assistant (1874) appointment. This appointment must end the day before the next term begins.

### Meal and Rest Periods

- A student working a consecutive four-hour work period is required to take one 15-minute paid break.
- A student working a full eight hour day is required to take two 15-minute paid breaks and one 30-minute unpaid lunch break.
- Students working six hours can choose to take a 30 minute unpaid lunch break in addition to their 15 minute paid break.
- Students working more than six hours are required to take a 30 minute unpaid lunch break.
- Paid breaks may not be taken at the beginning or end of a work period and are not cumulative. The supervisor determines when breaks are to be taken.

## Time Reporting and Pay Days

- Student employees are responsible for reporting their hours worked daily via PeopleSoft Time and Labor. All time must be submitted by the 1<sup>st</sup> day of the month after the end of the pay period.
- It is recommended that supervisors review and approve student hours weekly. Student time must be approved via PeopleSoft Reported Time no later than the 5<sup>th</sup> of the month.
- For more information and instructions, visit the [Time and Labor website](#).
- Federal Work Study - it is the responsibility of the supervisor to monitor a student's earnings to make sure that they do not exceed the FWS award. For more information see the [Financial Aid & Scholarships website](#).
- Students are paid on or about the 15<sup>th</sup> of each month for the prior month's earnings. See the [Student Pay Day Schedule](#) for exact dates.

## Pay Rates, Increases, and Evaluations

### Determining Pay Rates

Student Assistants are paid on an hourly basis and are not eligible for overtime pay, shift differential, stipends or commissions. 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
- ✓ Review other student assistants' pay in comparable positions for internal equity

New appointments are generally placed at the minimum of the appropriate pay range to allow growth within the range, and typically never placed higher than the midpoint.

### Student Assistant Evaluation

It is recommended that managers and supervisors complete performance evaluations for student employees and discuss the student's performance, strengths, and areas needing growth and development. Monitoring performance closely and providing regular verbal feedback and guidance will enhance the learning experience for Student Assistants.

It is recommended that a written evaluation be given to the student at the end of every semester or work assignment.

## Employment Separation

Student appointments ending on the original end date or at the end of the academic year do not require a termination SEA be submitted.

For appointments ending prior to the end date submitted on the appointment SEA form, supervisors must complete the following steps:

1. Submit an SEA form to terminate the appointment
2. Approve all reported hours
3. Notify the Payroll Technician immediately
  - Termination – **student employees being dismissed must receive their final paycheck at the time of termination.**
  - Resignation – student employees that have resigned must receive their final pay within 72 hours from the resignation date

## Benefits/Paid Time Off

- Student Assistants 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, shall be treated as an excused absence without 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.

## Chemical Safety in the Workplace

Each employee is responsible for following departmental procedures for personal protective equipment and proper handling and use and/or disposal of chemicals. The [Environmental Health and Safety](#) (EH&S) office provides specific guidelines to help departments comply with regulations. Questions or concerns regarding chemical safety should be directed to the [EH&S Office](#).

## Workers' Compensation

SDSU is committed to providing a safe working environment for all employees. In the event of a work-related

injury/illness, an employee may be entitled to workers' compensation benefits to include: medical care, hospitalization and approved treatments, temporary and permanent disability, supplemental job displacement and death benefits.

The Center for Human Resources is available to assist you with any questions regarding filing a workers' compensation claim. Please call us at 619-594-1144.