Hiring Students Procedure

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PURPOSE

It is the philosophy of San Francisco State University (SFSU) to provide on-campus employment and career development opportunities to students through established Federal Work Study, Student Assistant, Graduate Assistant and International Student work programs in a manner consistent with the California Education Code, Title 5, state, and federal guidelines and in accordance with funding specifications. This procedure applies to student hires within sponsored projects.

SCOPE

This procedure applies to all Federal Work Study, Student Assistant, Graduate Assistant and International Student appointments.

DEFINITIONS

Student Assistants

All SFSU students enrolled in *at least half-time units* (undergraduates 6 units, graduates 4 units) during the academic year are eligible to apply for Student Assistant positions. There is *no financial need* requirement. While enrolled, Student Assistants may work up to 20 hours per week. Student Assistants are paid by the hour on a monthly basis. There are four categories of Student Assistant differentiated by employment tax and benefit plan regulations:

1) Student Assistant
2) Instructional Student Assistant
3) Bridge Student Assistant
4) Non Resident Alien Student.

Work-Study (FWS)

The program provides jobs for students who apply for financial assistance and demonstrate financial need. San Francisco State University receives an allocation from the federal government each fiscal year. The student's academic award can be earned between late August and May 31. Students must apply for financial aid and receive a FWS award from the Office of Student Financial Aid (OSFA) in order to work under this program.

International Students

International students with F-1 and J-1 Visas are eligible to work on-campus as Student Assistants only. They are limited to working 20 hours per week and must be enrolled full-time (undergraduate 12 units, graduates 8 units). International students must have a Social Security Number in order to be paid.

Graduate Assistant
Graduate Assistant appointments are handled through academic departments in consultation with the University Graduate Division.

ROLES AND RESPONSIBILITIES
Office of Research and Sponsored Programs
- **Personnel Specialist (Specialist)**
  - Distributes and collects student hire documentation. Reviews for accuracy and completeness the new student hire documents submitted by the student.
  - If the student is an international student, the Personnel Specialist is responsible for directing them to the Tax Specialist in Internal Audit.
  - Logs the appointment information into the ORSP FileMaker database and creates the ETRAC in HRMS to create the appointment.
  - Once the PI confirms which students are continuing, the Personnel Specialist can submit "express" reappointment of students who already have appointments (ETRACs) in the system. This process streamlines the appointment of students as an ETRAC will be generated from the information currently in the system. The express reappointment happens once a year at the beginning of the academic year and is submitted September 1st in HRMS.

- **Grants Administrator (GA)**
  - Reviews the ETRAC and verifies that the project is active, has available funding for a student position, and requests approval from the ORSP Personnel Manager.

- **ORSP Personnel Manager**
  - Reviews and approves the ETRAC for new student hires.

Student Financial Aid
- **Counselor**
  - Assists student with the Employment Eligibility Verification (EEV) Form.

Internal Audit
- **Tax Specialist**
  - Determines the employment status for international students.
  - Approves the new hire documentation for international students, makes copies for ORSP, and sends the original documents to Human Resources.

Human Resources
- **Payroll Specialist**
  - Reviews and approves the ETRAC for student appointments in HRMS.

Academic Department and Responsible Unit
- **Principal Investigator (PI)**
  - Completes the on-line Student Employment forms. Provides the correct Project ID, start and end date of the appointment and other applicable information.

- When a student's enrollment status has changed and he/she is no longer eligible for student employment, the PI decides whether he/she will be hired as an hourly employee and notifies ORSP of the change in status.
- Notifies ORSP of the student(s) who are reappointed to the following academic year.

GENERAL PROVISIONS

The Student Assistant classification (for both national and international students) is most commonly used for student employment funded by contracts and grants. There are two Student Assistant categories based on the type of work performed:

1. Regular Student Assistants are engaged primarily in Administrative, Clerical, Technical, Custodial, Laborer, or Lab/Research work.
2. Instructional Student Assistants (ISA) are engaged primarily in tutoring, grading, and/or teaching work. The Instructional Student Assistant classification is covered by a collective bargaining agreement between the California State University and United Autoworkers, Unit 11. An appointment letter is given to all Student Employees who are hired in the ISA Classification.

Enrollment qualifications: Undergraduate Students must be enrolled in at least 6 units during the academic year. Graduate Students must be enrolled in at least 4 units during the academic year.

Maximum hours: Student Assistants CANNOT work more than 20 hours per week during the academic year. Student Assistants may work up to 40 hours per week during Summer, Spring Break and Winter Intersession or if the Student Assistant is enrolled in less than 3 units. In such cases, the student shall be placed in a Bridge Student classification and both retirement contributions and employment taxes are withheld from student pay during these time periods.

Pay Rate Schedule: The pay rate schedule has three classification levels. Supervisors must assign pay rates that fall within the ranges stipulated on the Pay Rate Ranges and Job Classifications Form.

http://userwww.sfsu.edu/~cmalone/finalprog/jobClass.html

Sponsored projects can start a new employee at the lower range to allow for salary increases as employment continues. Students may not be paid more than the highest pay rate in their classification. In order to move to a higher classification, the student's responsibilities must significantly increase. Annual salary raises are recommended for student employees who continue working for the same project in consecutive years. Raises are usually given on the student's anniversary date.

PROCEDURE

A. Planning the student recruitment process

1. The student recruitment process begins with identifying the tasks and duties required.
2. The PI submits a Student Hiring Request Form to ORSP at least one week prior to hiring a student.
3. The ORSP Personnel Specialist assists the PI in determining the appropriate student classification and pay rate range.

B. Posting a student position

1. All open Student Assistant jobs are posted in the Career Center for five working days to ensure equal access and opportunity for all eligible students. Job posting instructions are available in the Career Center.
2. Exceptions to the posting regulations may be made:
    a. If there is an existing advising relationship between the PI and the student, e.g., the student is enrolled in classes taught by the PI, or is enrolled in the PI's program.
    b. If the Student Assistant is named in the grant award, or if there are certain terms and conditions for student hires outlined in the grant, e.g., minority support grants, or grants that support students in specific academic disciplines.

C. Interviewing and selecting

1. If the position is posted, the PI interviews, selects the student candidate and submits information to ORSP pertaining to the project number, title of sponsored project, job code, start and end date, and pay rate.
2. The student meets with ORSP Personnel staff to complete the New Student Hire Packet documents.

D. Employment Forms

1. ORSP coordinates with the Internal Audit Tax Specialist for international students, with Student Financial Aid for the Employment Eligibility Verification Form and assistance with the completion of the New Student Hire Packet Student Payroll Action Request (SPAR) Form, CSU SSA-1945 re: exclusion from Social Security, and time sheet with instructions).
2. ORSP initiates the ETRAC HRMS transaction and submits the ETRAC with the necessary hiring documents to Human Resources.

E. Express reappointment

1. ORSP initiates the express reappointment process upon confirmation from the PI regarding continuing student appointments.
2. HRMS allows the "express" reappointment of students who already have appointments (ETRACs) in the system.
3. The express reappointment happens at the beginning of the academic year. The batch of reappointments is submitted on September 1st.

RELATED DOCUMENTS

- [Pay Rate Ranges and Job Classifications Form](#)
- [Office of Student Financial Aid](#) (work study/student assistant employment)
- [Office of Internal Audit](#) (international student employment)
- Student Payroll Action Request Form
- CSU SSA-1945 Form
- Time Sheet with Instructions