

STUDENT ASSISTANT / SHORT-TERM EMPLOYMENT

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Cañada College • College of San Mateo • Skyline College

Agenda

- What is a Student/Short Term Employee?
- Employment Policies
- Procedures
- Classifications
- Salary Schedule and Step Placement
- Re-Employment
- Employment Documents
 - International Student Assistants
- Payroll Deadlines
- Reports

What is a Student Assistant Employee?

- All persons who are employed in the Student Assistant pay category must be students of the San Mateo County Community College District.
- Exception: Recent graduates working as a Bridge Tutor.

What is a Short Term Employee?

- A “short-term employee” is narrowly defined as an employee hired to perform a service which once completed will not be extended or needed on a continuing basis.
- Short-term hourly employees are hired as “at will” employees and are not part of the “classified service.” They are hired to perform “as needed” service for the District.

Student Assistant Employment Policy

1. Enrollment Requirements

- Students must be enrolled, at the District, in and maintain a minimum of six (6) units during the fall and spring semesters, and a minimum of three (3) units during summer session.
- For students receiving Federal Work Study, the six (6) unit enrollment requirements do not apply. Federal Work Study students may be enrolled less than half time in accordance with the U. S. Department of Education Financial Aid regulations.

2. Bridge Student Assistants (Summer)

- If student is not enrolled in classes at one of the campuses then the student is classified as a Bridge student between Spring and Fall semesters as long as they were enrolled in the Spring and will be enrolled in the Fall. **Supervisors must verify enrollment.**

3. Bridge Students Graduates

- Recent graduates from the district can be employed as bridge student assistant at any time throughout the year (from their graduation date) to serve as **tutors** for upper division courses.

Policies and Procedures can be found in the [Downloads](#) page.

Student Assistant Employment Policy Continued

1. Maximum Work Hours

- Students may work up to a maximum of 20 hours per week
- Exceptions need to be approved by Vice President of Student Services and Human Resources

2. Breaks, Recess Periods

- Students can work up to 37.5 hours a week

3. For every 30 hours worked employees will earn 1 hour of paid sick leave with a maximum accrual of 24 hours per year

- Employees must be employed 30 days and pass the 90-day period

Policies and Procedures can be found in the [Downloads](#) page.

Short Term Employment Policy

1. Employees must not work more than 184 days per fiscal year
 - Against short-term status
2. Reaching 1,000 worked hours per fiscal year requires CalPERS membership
 - Employees will contribute 6% of their check to the pension as well as employer
3. Employees who work 130 hours per month require employer to offer health benefits (Affordable Care Act)
 - Human Resources Monitors
4. For every 30 hours worked employees will earn 1 hour of paid sick leave with a maximum accrual of 24 hours per year
 - Employees must be employed 30 days and pass the 90-day period

Policies and Procedures can be found in the [Downloads](#) page.

Student Assistant Employment Procedures

1. Hiring Manager completes New Employment Packet/PAF and FP receipt.

2. Employment packet & FP copy /PAF is sent to CBO's office for approval.

3. CBO's office sends complete packet/PAF and FP receipt to District Office.

4. District Office verifies new hire packet/PAF is complete and enters in Banner.

Short Term Employment Procedures

1. Hiring Manager completes PRF to get short-term position board approved.

2. Hiring Manager completes New Employment Packet/PAF/Fingerprint receipt.

3. Employment packet/PAF/FP receipt is sent to CBO's office for approval.

4. CBO's office sends complete packet/PAF and FP receipt to District Office.

5. District Office verifies new hire packet/PAF is complete and enters in Banner.

Student Assistant Employment Classifications

Student Assistant

- Student at one of the district campuses
- Enrolled in 6 units during Fall and Spring Semesters
- Enrolled in 3 units during Summer Session
- **Deductions**
 - Federal Taxes
 - State Taxes
 - Workers Comp (ER)

Bridge Student

- Employed in summer session enrolled in Spring and Fall semesters
- **Deductions**
 - Federal Taxes
 - State Taxes
 - Workers Comp (ER)
 - Medicare
 - Social Security
 - State Unemployment Insurance

Bridge Graduate

- Employed any time throughout the year only as TUTORS for upper division courses
- **Deductions**
 - Federal Taxes
 - State Taxes
 - Workers Comp (ER)
 - Medicare
 - Social Security
 - State Unemployment Insurance

Policies and Procedures can be found in the [Downloads](#) page.

Short Term Employment Classifications

Short-Term

- Reasons:
 - Additional Help (ex: Detail)
- Requires Board Approval
 - PRF must be sent to HR to get board approval
- Salary schedule 4T, 6T
- 80% of hourly rate (Salary Schedule 70)
- Retiree's 100%, Step 5+ LSI

Substitute

- Reasons:
 - Replace someone on a leave (not detail), vacant position being advertised or cover sick/vacation
- No Board Approval Required
- If filling a vacant position there is a maximum of 60 days
- 100% of hourly rate
- Salary schedule 40, 60, 70

Miscellaneous

- Reasons:
 - Additional Help
- Requires Board Approval
 - PRF must be sent to HR to get board approval
- MH Salary Schedule
 - Stipend Coaches

[Policies and Procedures](#) and [Salary Schedules](#) can be found in the Downloads page.

REGULAR Student PAF

- Regular Student Assistant
- Default End Date 05/31/17
- Same PAF if regular student assistant in the Summer.

STUDENT ASSISTANT PERSONNEL ACTION FORM

Cañada College Chancellor's Office College of San Mateo Skyline College

G# G01000001 Last Name Bones First Name Marvin MI Under 18 Int'l Stu

Employment Type:
 A Student Assistant B Federal Work Study C Bridge Student D Bridge Graduate

Effective Date: 08/15/2017 End Date: 05/31/2017 Today's Date: 03/27/2017

New Employment Re-employment Termination Salary Change Labor Distribution

Job Title Stu Asst HR Department/Division HR Position # 1S1036 Salary Level B Step 2 Units Enrolled 12

LABOR DISTRIBUTION

FUND	ORG	ACCOUNT	PROGRAM	PERCENT	FUNDED THROUGH:
<u>10001</u>	<u>1036</u>	<u>2392</u>	<u>674001</u>	<u>100</u>	<input checked="" type="checkbox"/> Dept Fund <input type="checkbox"/> BFAP <input type="checkbox"/> Federal Workstudy <input type="checkbox"/> CalWorks <input type="checkbox"/> Other

Web Approver Name Jim Vlahos Web Approver G# G00879933 FYI Web Name Anahi Aguilar FYI Web G# G00202381

Timesheet Reporting System: Web Entry Department Entry Notes: originally hired 06/01/2016

STUDENT ASSISTANT

Effective Date: End Date: Today's Date:

New Employment Re-employment Termination Salary Change Labor Distribution

Bridge Graduates:

Student Assistant / Short Term Re-Employment

- PAF needs to be submitted for any re-employment if employee needs to update address, emergency contacts, etc. they may complete forms and forward to HR with PAF or make changes in Websmart.
- Default end date for all students is 05/31/YY except FWS 06/30/YY.
- At the end of the fiscal year (June 30th) a PAF must be submitted to continue employment the following fiscal year.
- Short term period: 7/1-6/30 each fiscal year

PAF's can be found in the [Downloads](#) page.

Salary Step Placement and Advancement

- The student salary schedule is divided in four levels, A-D. The levels are defined in the Student Assistant Salary Schedule. It is the hiring manager's responsibility to determine the students salary level.
- Minimum Wage increased 2017. All salaries were increased by a \$0.50.
- Initially students will be placed at Step 1 of the designated level and then advanced to Step 2 after two semesters of satisfactory service. The Vice President of Student Services may approve exceptions to a student's step placement.

Student Assistant Salary Schedule can be found in the [Downloads](#) page.

Employment Documents

- PAF
- I-9 (Verify Eligibility to work in the US)
- W-4 (Taxes)
- Emergency contact information
- Pre-designation of Personal Physician-WC
- New Hire Retirement System Membership
- Child Abuse Reporting
- Elder/Dependent Abuser Reporting
- Loyalty Oath Policy
- New Hire Worker's Compensation Notice
- Electronic W-2 Consent Form
- Payroll Direct Deposit Form
- Fingerprinting

New Employment Packets can be found in the [Downloads](#) page.

International Student Assistants

- I-9 (Employment Verification) requires additional documents
 - I-20-*Certificate of Eligibility for Nonimmigrant Students*, endorsed with employment authorization by the designated school official.
 - I-94 A-*USCIS issue arrival-departure records to nonimmigrants*. This document indicates the bearer's immigration status, the date that the status was granted, and when the status expires.
 - Foreign Passport with I-551
 - An international student assistant can not file exempt and can not file more than one allowance unless the home country is from Canada, Mexico, India, US national or North Korea (IRS Pub. 519)
- W-4
 - Some restriction apply to the withholdings
 - Majority will be S-0/1 with exception of some countries list above (IRS Pub. 519)
 - Exempt employees have to file a form every February (applies to all employees)

More Instructions found on the [Downloads](#) page.

International Student Asst I-9 Sample

Last Name (Family Name) ? Tres	First Name (Given Name) ? Michelle	Middle Initial ? S	Other Last Names Used (if any) ? N/A
Address (Street Number and Name) ? 789 N. Main Street	Apt. Number ? 2B	City or Town ? Collegeville	State ? CA
	ZIP Code ? 12345		
Date of Birth (mm/dd/yyyy) ? 07/21/1994	U.S. Social Security Number ? 000-00-0000	Employee's E-mail Address ? michelletres@email.com	Employee's Telephone Number ? (301) 123-4567

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States ?	
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions) ?	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): ?	N/A
<input checked="" type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): ?	N/A

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: ?	N/A
OR	
2. Form I-94 Admission Number: ?	N/A
OR	
3. Foreign Passport Number: ?	00XX00000
Country of Issuance: ?	France

QR Code - Section 1
Do Not Write In This Space

Signature of Employee ?	Today's Date (mm/dd/yyyy) ?
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Preparer and/or Translator Certification (check one): ?

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator ?	Today's Date (mm/dd/yyyy) ?
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of Acceptable Documents.")

Employee Info from Section 1 ?	Last Name (Family Name) ? Tres	First Name (Given Name) ? Michelle	M.I. ? S	Citizenship/Immigration Status ? 4
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title ? Foreign Passport, work-authorized nonimmigrant		Document Title ? N/A		Document Title ? N/A
Issuing Authority ? France		Issuing Authority ? N/A		Issuing Authority ? N/A
Document Number ? 00XX0000		Document Number ? N/A		Document Number ? N/A
Expiration Date (if any)(mm/dd/yyyy) ? 05/13/2020		Expiration Date (if any)(mm/dd/yyyy) ? N/A		Expiration Date (if any)(mm/dd/yyyy) ? N/A
Document Title ? Form I-94/I-94A		<div style="border: 1px solid black; padding: 5px;"> Additional Information ? </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;"> QR Code - Sections 2 & 3 Do Not Write In This Space </div>		
Issuing Authority ? U.S. Citizenship and Immigration Servi				
Document Number ? 000000000				
Expiration Date (if any)(mm/dd/yyyy) ? N/A				
Document Title ? Form I-20				
Issuing Authority ? U.S. Immigration and Customs Enforcement				
Document Number ? N000000000				
Expiration Date (if any)(mm/dd/yyyy) ? 06/30/2021				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): ? 03/27/2017 (See instructions for exemptions)

Signature of Employer or Authorized Representative ?	Today's Date (mm/dd/yyyy) ?	Title of Employer or Authorized Representative ? Human Resources Specialist
Last Name of Employer or Authorized Representative ? Melgoza	First Name of Employer or Authorized Representative ? Ingrid	Employer's Business or Organization Name ? San Mateo County Community College Dist
Employer's Business or Organization Address (Street Number and Name) ? 3401 CSM Drive	City or Town ? San Mateo	State ? CA
		ZIP Code ? 94402

Payroll Deadlines

- Students entering time through Websmart and Departmental entry have a deadline with payroll, if deadline is not met then a manual time sheets must be submitted.
- Last minute changes to an employee's location, labor distribution and or rate need to be entered in banner prior to starting Web (Reset) or PHATIME entry.

Payroll Deadline Schedule for ST/SP payroll is available in the [Downloads](#) page

Reports

- PYQSTWK
 - Student/Short Term Worker List by ORG
 - Position Number, Job Description, Rate and Labor Distribution
- PYQSTAP
 - Student/Short Term Approver List, FYI, Current Units Enrolled
- PQR1KHR
 - Check for 1,000 hours
- PYQWBTE
 - Check for days worked and hours (Only Web Entry)
- PYQSTTOT
 - Check for total number of days worked and total hours worked
- PYQSTDTL
 - Check for detail of hours and days worked
 - (Note: run for all orgs otherwise you will not see if the student/short-term worked in another org.)