STUDENT ASSISTANT EMPLOYMENT

| PRESENTED BY HUMAN RESOURCES

SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

Agenda

- What is a Student 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.

Policies

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 level courses.

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

Policies 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

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.

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.

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 level 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.

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 05/31/16 except FWS 06/30/16.

- Please remember spring semester ends at the end of May. Approvers will be required to submit an additional PAF so their student asst/bridge continue for Summer/Fall.

PAF's can be found in the Downloads page.

☐ Skyline College ☐ College of San Mateo ☐ Cañada College ☑ Chancellor's Office Date: 4/1/16

G#	Underage 18	Last Name	First Name	MI
g087912135	☐	Pablo	Wan	

STUDENT ASSISTANT

(DEFAULT TO END OF SPRING SEMESTER)

Effective Date: 6/1/16   End Date: 5/31/17   ☐ Salary Change   ☐ Termination

☐ New Employment   ☐ Add a New Position   ☑ Reemployment   ☐ New Labor Distribution   ☐ Approver/FYI

Position Number	Salary Level (A,B,C,D)	Step (1,2)	Units Enrolled	Job Title
1S1036-00	B	2	3	Student Assistant - HR

Labor Distribution (Percentage Total must be 100%):

Fund	Org	Acct	Prog	Percentage	Notes/Comments:
10001	1036	2392	674001	100	*Will verify student is over 6 units for Fall semester

Funded through: ☐ Department Fund   ☐ CalWorks   ☐ BFAP   ☐ Federal Workstudy   ☐ Other

Web Approver Name/G#: Jim Vlahos g00879933   Web FYI Name/G# (optional): Anahi Aguilar g00483219

BRIDGE STUDENT

(BRIDGE STU MUST HAVE END DATE)

Effective Date: _____   End Date: _____   ☐ Salary Change   ☐ Termination

☐ New Employment   ☐ Add a New Position   ☐ Reemployment   ☐ New Labor Distribution   ☐ Approver/FYI

*Bridge Student Assistants must be enrolled Spr/Fall & units verified. ☐ Spring ☐ Fall   Verified By: _____

**For Bridge Student who is a graduate: Date Graduated: _____   Verified By: _____

Position Number	Salary Level	Step (1,2)	Fund	Org	Acct	Prog	Percentage

Funded through: ☐ Department Fund   ☐ BFAP   ☐ Other

Web Approver Name/G#: _____   Web FYI Name/G# (optional): _____

☐ Skyline College ☐ College of San Mateo ☐ Cañada College ☑ Chancellor's Office Date: 4/1/16

G#	Underage 18	Last Name	First Name	MI
g010554895	☐	Bones	Marvin	

STUDENT ASSISTANT

Effective Date: 8/15/16   (DEFAULT TO END OF SPRING SEMESTER) End Date: 5/31/17   ☐ Salary Change   ☐ Termination

☐ New Employment   ☑ Add a New Position   ☐ Reemployment   ☐ New Labor Distribution   ☐ Approver/FYI

Position Number	Salary Level (A,B,C,D)	Step (1,2)	Units Enrolled	Job Title
1S1036-00	B	2	12	Student Assistant - HR

Labor Distribution (Percentage Total must be 100%):

Fund	Org	Acct	Prog	Percentage	Notes/Comments:
10001	1036	2392	674001	100	

Funded through: ☐ Department Fund   ☐ CalWorks   ☐ BFAP   ☐ Federal Workstudy   ☐ Other

Web Approver Name/G#: Jim Vlahos g08709423   Web FYI Name/G# (optional): Anahi Aguilar G20238112

BRIDGE STUDENT

Effective Date: 6/1/16   (BRIDGE STU MUST HAVE END DATE) End Date: 8/14/16   ☐ Salary Change   ☐ Termination

☐ New Employment   ☑ Add a New Position   ☐ Reemployment   ☐ New Labor Distribution   ☐ Approver/FYI

*Bridge Student Assistants must be enrolled Spr/Fall & units verified. ☑ Spring ☑ Fall   Verified By: Eugene Whitlock

**For Bridge Student who is a graduate: Date Graduated: _____   Verified By: _____

Position Number	Salary Level	Step (1,2)	Fund	Org	Acct	Prog	Percentage
1S1036-B1	B	2	10001	1036	2392	674001	100

Funded through: ☐ Department Fund   ☐ BFAP   ☐ Other

Web Approver Name/G#: Jim Vlahos g08701954   Web FYI Name/G# (optional): Anahi Aguilar g05498432

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 2016. All salaries were increased by a $1.00.

- 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 county is from Canada, Mexico, India, US national or South Korea (IRS Pub. 519)

- W-4

  – Some restriction apply to the withholdings

    - Majority will be S-0/1 with exception of some countries

  – Exempt employees have to file a form every February

More Instructions found on the Downloads page.

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)