SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

Office of Human Resources
3401 CSM Drive, San Mateo, CA 94402
Automated Service Line: (650) 574-6555
Fax: (650) 574-6574

STUDENT ASSISTANT PERSONNEL ACTION FORM

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

_____   _____ _____ _____   □   □

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

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

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Effective Date:_____   End Date:_____   Today's Date: _____

□ New Employment   □ Re-employment   □ Termination   □ Salary Change   □ Labor Distribution

_____ _____ _____ _____ _____ _____
          Job Title   Department/Division   Position #   Salary Level   Step   Units Enrolled

LABOR DISTRIBUTION
FUND   ORG   ACCOUNT   PROGRAM   PERCENT   FUNDED THROUGH:
_____   _____   _____   _____   _____   □ Dept Fund   □ BFAP
_____   _____   _____   _____   _____   □ Federal Workstudy
_____   _____   _____   _____   _____   □ CalWorks   □ Other

_____ _____ _____ _____
Web Approver Name   Web Approver G#   FYI Web Name   FYI Web G#

Timesheet Reporting System: □ Web Entry □ Department Entry

Effective Date:_____   End Date:_____   Today's Date: _____

□ New Employment   □ Re-employment   □ Termination   □ Salary Change   □ Labor Distribution

_____ _____ _____ _____ _____
          Job Title   Department /Division   Position #   Salary Level   Step

                                                                                                Bridge Graduates:
Enrolled in Spring/Fall Semesters: _____   _____ _____
                              Verified By   Spr   Fall   Verified By   Date Graduated

LABOR DISTRIBUTION
FUND   ORG   ACCOUNT   PROGRAM   PERCENT   FUNDED THROUGH:
_____   _____   _____   _____   _____   □ Dept Fund   □ BFAP
_____   _____   _____   _____   _____   □ Federal Workstudy
_____   _____   _____   _____   _____   □ CalWorks   □ Other

_____ _____ _____ _____
Web Approver Name   Web Approver G#   FYI Web Name   FYI Web G#

Timesheet Reporting System: □ Web Entry □ Department Entry

_____ _____ _____ _____ _____ _____
Dean/Administrator Signature Date Signed   Financial Aid/CalWorks Signature Date Signed   College Business Officer Signature Date Signed

STUDENT ASSISTANT PAF INSTRUCTIONS

Complete the Student Assistant PAF to ensure payment to employee. Student Assistants receive payment on the 15th of each month for the previous month work. To ensure timely payment, follow the Payroll Deadlines. To access the Calendar go to our Payroll Downloads Page. To access rules and guidelines visit our Human Resources Downloads Page. Follow the below steps for this type of employment:

DAYS LIMIT - Employees must NOT work more than 184 days per fiscal year. All jobs combined.

HOURS LIMIT CALPERS – Employees who reach 1,000 hours worked per fiscal year require CALPERS

HOURS LIMIT BENEFITS - Affordable Care Act requires the District to offer health benefits to employees working 130 hours per month.

SICK LEAVE – Employees earn 1 hour of paid sick leave for every 30 hours worked. The maximum accrual is 24 hours. Employees must be employed 30 days and pass a 90 day period to use sick leave.

1. **Verify Units Enrolled:** Department is responsible for verifying the below unit enrollment guideline is met.

   - Spring: 6 units
   - Fall: 6 units
   - Summer Regular Student: 3 units
   - Summer Bridge Student: 0 units, if enrolled in Spring and Fall semesters
   - Federal Work Study: at least 1 unit

2. **New Hire Packet:** All new employees must complete a New Hire Welcome Packet. If the person has already worked for the District in the past, only complete the PAF. Employee can update their personal information in Websmart.

3. **PAF:** Complete a PAF for a New Hire, Re-employment, Salary Change, Labor Distribution Change, Approver/FYI change and Termination.

   - *Dates:* Under effective date, enter the date you want the employment and or change to reflect. Terminations, the end date for Student Assistants employment defaults to 05/31/YY. If employment ends prior to 05/31/YY, submit a PAF. Federal Work Study default end date is 06/30/YY.
   - *Under 18*: If an employee is under the age of 18, complete a statement of intent to employ a minor request.
   - *International Student:* Please check off this box to ensure proper payroll deductions.
   - *Position Number:* Consists of six Characters, i.e. 2S2416 or 2W2416
     - First character of the position indicates the campus location.
       1. Chancellor's Office
       2. Skyline
       3. Cañada
       4. CSM
     - Second character is an "S" indicative of Student Employee or "W" for Federal Work Studies.
     - Last characters indicate the department's organization number.
   - *Salary:* Salary placement is at the department's discretion from the Student Salary Schedule. Students can receive a step increase after 2 semesters of successful job completion.
   - *Job Title:* This will show in Websmart.
   - *Labor Distribution:* The position Org and Labor Distribution Org must match. If there is a change in Org then the position# also changes. Check this box for any other distribution change.

4. **Submit Packet:** Once the New Hire Welcome Packet and or PAF are complete, submit to Campus Business Office for Approval. The CBO will forward all documents to Human Resources for processing.