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PAYROLL SERVICES DEPARTMENT
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DATE: June 9, 2017

TO: All SF State Department Support Staff with Student Employees

FROM: Human Resources Payroll Department

SUBJECT: **Financial Aid/Payroll Processing for Student Employment and Work Study Appointments**

Effective June 12, 2017, when a department wishes to initiate an E-TRAC transaction for a student assistant or Work Study student appointment, **ALL** required pertinent data **must have been previously entered** or already be in place in the Campus Solution system in order for the E-TRAC transaction to initiate. Required data includes:

- **For Work Study (Job codes: 1871, 1151, 1875) <u>students must</u>:**

  1) Have work study
  2) Have accepted work study
  3) Be enrolled at least half time (6 units for undergrads, 4 units for grads)
  4) Have completed an I-9 with the Dean of Students Office

- **For other student positions (Job codes: 1870, 1874, 1150, 1868) <u>students must:</u>**

  1) Have completed an I-9 with the Dean of Students Office

E-TRACS will **no longer be able to be "Saved" or "Submitted"** unless **ALL** of the above information is complete. Therefore all information must be **obtained/confirmed by the student prior** to the hiring department initiating a student assistant or Work Study employment E-TRAC transaction.

Additionally, for Work Study, hiring departments must hire within the Work Study date range.

Questions regarding this process should be directed to your HR payroll analyst:
http://hr.sfsu.edu/sites/default/files/Payroll%20Contacts_020117.pdf