

August 4, 2017

To: All Student E-TRAC Creators
From: Agnes Cheng, Assistant Director of Payroll, Human Resources
Subject: Instructions for Fall 2017 and Spring 2018 Student E-TRAC Processing

The following information will also be available on the Human Resources Website at hr.sfsu.edu. For additional resources on student employment, please refer to the [student tool kit](#) and [manager tool kit](#) provided by the Dean of Students office.

If you have any questions, please contact your department Payroll Analyst: https://hr.sfsu.edu/sites/default/files/Payroll%20Contacts_020117.pdf

Important Dates & Announcements

THE 1st DAY STUDENT ASSISTANTS CAN BE EMPLOYED FOR THE FALL SEMESTER IS: W E D N E S D A Y , 8/16/17

- To ensure timely payments for the August 2017 pay period, **all supporting documentation and E-TRAC transactions are due at the HR level by 8/25/17.**
- To ensure timely payments for the September 2017 pay period, **all supporting documentation and E-TRAC transactions are due at the HR level by 9/8/17.**

STUDENT APPOINTMENT DATES

- Please Note: Student Express Reappointment is now available. You may select up to 20 students per each express reappointment transaction.

	FALL 2017	SPRING 2018	SUMMER 2018
Work Study - allowable working duration	8/16/17 to 12/19/17	1/15/18 to 5/24/18	Allowed to work over the breaks (Winter and Spring). There is no Work Study Allocation in the Summer.
Student Express Reappointments	9/1/17 to 1/31/18	2/1/18 to 5/31/18	6/1/18 to 8/31/18

NEW HIRING REQUIREMENTS

- E-TRACS will no longer be able to be "Saved" or "Submitted" unless **ALL** of the below 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. **By law, any employee, including student employees, cannot begin work until the I-9 verification is completed.** Students must first obtain I-9 verification before any work commences. The I-9 verification process can be done via The Dean of Students Office and must be completed and recorded on or before the effective date of the E-TRAC hire date. (*Note: See pg. 3 for NRA special instructions.)



NEW HIRING REQUIREMENTS, continued

- **For Work Study (Job codes: 1871, 1872, 1875, 1151) students must:**
 - 1) Have received and accepted a work study offer (via Financial Aid)
 - 2) Be enrolled at least half time (6 units for undergrads, 4 units for grads)
 - 3) Have completed an I-9 with the Dean of Students Office. **(Effective date of the New Hire E-TRAC MUST BE ≥ the I-9 service indicator date)**
- **For Non-Resident Alien (NRAs) (Job code: 1868) students must:**
 - 1) Have completed an I-9 with the Dean of Students Office. **(Effective date of the New Hire E-TRAC MUST BE ≥ the I-9 service indicator date)**
 - 2) Complete SPAR form and go to Fiscal Affairs Tax Specialist (ADM 358) to have paperwork certified. *(See pg. 3 for further instructions)*
- **For Student Assistants (Job codes: 1870, 1874, 1876, 1150, 1152) students must:**
 - 1) Have completed an I-9 with the Dean of Students Office. **(Effective date of the New Hire E-TRAC MUST BE ≥ the I-9 service indicator date)**

E-TRAC Instructions

E-TRAC Purpose	Type	Action	Reason	Important Details
Pay rate change	Employee Change	Pay Rate Change	Student Pay Rate Change	Effective date must be <u>the first date of the pay period.</u>
1. Hiring a student employee and creating a new position 2. (Re) Hiring a student employee in a previous appointment	Employee Hire	Employee Hire	New Temp Appointment	
To extend existing appointment	Employee Change	Data Change	New Temp Appointment	Effective Date - the date after the current appointment end date.
Termination	Employee Change	Termination	End of Temporary Appointment/Resignation	If an employee resigns or is separated prior to the expiration date (i.e. graduation), a termination E-TRAC must be processed at least a week prior to the separation date. Hours worked for the month of separation must be submitted to the Payroll Department by way of a paper voucher with original signatures (Termination E-TRAC # on the top of voucher) and not via a self-service Timesheet on Gateway.



STUDENT JOB CLASSIFICATIONS

Classification	Job code	Max Working Hours	Important Details	Subject to Retirement/Medicare Eligibility
Student Assistant	1870	Average 20hrs/wk.	Cannot be paid as 1874 and 1870/1871 in the same month	No
Student Assistant (Work Study)	1871, 1872	Average 20hrs/wk.	Cannot be paid as 1874 and 1870/1871 in the same month	No
Bridge Student Assistant	1874, 1875, 1876	Not to exceed the number of possible working hours each month (*See Notes)	Cannot be paid as 1874 and 1870/1871 in the same month	Yes
Non-Resident Alien Student (NRA)	1868	Not to exceed the number of possible working hours each month (*See Notes)	SPAR form must stamped by Fiscal Affairs - tax specialist (ADM 358) for appropriate tax withholding info and visa expiration date. (*See Notes)	No
Instructional Student Assistant (ISA)	1150	Not to exceed the number of possible working hours each month (*See Notes)	Appointment letters must be submitted to Payroll before an E-TRAC can be loaded.	YES: If the student works more than 20 hrs. NO: If the student works less than 20 hrs. NO: If student is an NRA (* See Notes)
	1151		Effective and end dates on the appointment letter along with the pay rate must coincide with the E-TRAC.	
	1152		If a student will be working more than 20 hours per week, please indicate this in the notes section of the E-TRAC.	

NOTES

- ***Max Working Hours:** Please reference the [Hourly Staff & Student Calendar](#) for students in these job codes. For example, November has 19 days of payroll. Therefore, students **cannot** work more than 152 hours (19 days X 8 hrs./day) in November.
- ***Employing Nonresident Aliens (NRAs):** <https://fiscaff.sfsu.edu/content/employing-nonresident-aliens-nra-student-assistant>
- If using end dates other than those recommended, please indicate the reason for the alternate end date in the E-TRAC "Notes" section.
- Pay rate changes can made through "Express reappointment" **only** when reappointing the position at the same time.
- If a student works in a bridge position at any time in a month, all hours must be submitted as "Student Bridge" for the entire month, including multiple positions. If a student in the ISA job codes works more than 20 hours, and this was not anticipated, please contact [Payroll](#) immediately.