Guide to Student Employment Processes

STUDENT EMPLOYMENT & PAYROLL

By: Annie Panyanouvong
Overview of Today’s Training

1. Hiring Process
2. Timesheet Process & Query Reports
3. Data Changes
4. Separation
Hiring Process

Hiring Documents & Hire ETRAC Process
Hiring Process

Hiring Documents
Overview of Student Employee Job Classification

Regular Student Assistant (1870):

• This classification is used for students working up to 20 hours per week. Incumbents in this classification do not pay Social Security or Medicare and are not enrolled in the Part-Time, Seasonal, Temporary (PST) retirement plan in lieu of Social Security.

• Students must be enrolled at least half time (6 units undergraduate/4 units graduate).

• Students are allowed to work up to 20 hours per week and 8 hours a day. If students in this classification exceed 100 hours of work in any month, they must be rehired into the 1874 classification.
Overview of Student Employee Job Classification

Bridge Student Assistant (1874):

The bridge classification is available for continuing student employment during academic breaks and/or student employment during academic terms when the student is less than a half-time student. Incumbents in this classification are required to participate in Medicare and a mandatory retirement plan (PST) in lieu of Social Security.

• students are allowed work up to 40 hours per week and 8 hours per day.

• 7.5% of the students earnings are contributed to the PST Retirement Plan and 1.45% go to Medicare Tax.

• Please note that student employees who work more than 130 hours in one month become eligible for benefits through the Affordable Care Act (ACA). If you have a student employee who exceeds this cap, please contact the HR benefits team.
Overview of Student Employee Job Classification

Non Resident Student Assistant (1868):

International Student Assistant (Non-Resident, Non Citizen) hold a J-1 or F-1 visa and exempt from the Retirement plan and Medicare tax

Instructional Student Assistant (1150, 1151, 1155)

• Is in a collective bargaining group Unit 11. Academic student employees represented by the United Auto Workers (UAW)

• Instructional Student Assistants are engaged in tutoring, grading and/or teaching work while other Student Assistant classifications perform, technical, custodial, laborer duties, or other work as assigned
Before Hiring a Student Employee

Student Must complete the I-9 Compliance Process

- The I-9 is a process that verifies the student employment eligibility. To complete the process, go to the Dean of Students office, SSB 403, Monday thru Friday between 9am and 4pm.

- Two pieces of documentation are required to establish identity and employment are:

<table>
<thead>
<tr>
<th>Acceptable documents with photo identification that establishes identity are:</th>
<th>Acceptable documents that establish employment eligibility are:</th>
<th>Acceptable documents to establish both identity and employment eligibility are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A State-issued Driver's License or a State-issued ID card with a photograph</td>
<td>Original Social Security Card</td>
<td>A U.S. passport</td>
</tr>
<tr>
<td>A U.S. Military card</td>
<td>A Birth Certificate bearing a seal or other certification, or an unexpired INS Employment Authorization</td>
<td>Certificate of United States Citizenship, a Certificate of Naturalization, or Alien Registration Card with recent photograph</td>
</tr>
<tr>
<td>A student photo Identification Card</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Before Hiring a Student Employee

Departments can check if a student have completed the I-9 process by:

- Student provides the department a printout from the Dean of Students Office that states that the student has completed the I-9 process or

- The department can check through CS (manage service indicator) for the completion of the I-9 process (only if you have access to this).
Hiring documents to be completed

- **Department** needs to provide the following payroll documents to their selected student employee to complete:
  
  - SPAR (CSU Student Payroll Action Request)
  - CSU SSA 1945
  - Confidentiality Access and Compliance form
  - Direct Deposit Authorization form
  - CANRA Form (Child Abuse And Neglect Reporting Act)
1. New Employee must complete C thru I, & L. If any sections are blank this form will be considered incomplete.

2. Section C: Input SSN & Full Name.

3. Section D: Use permanent address. 
NOTE: Student’s W-2 form will be sent to this address.

4. Section H: Tax Information.
(Please advise student to discuss with a tax preparer if they have questions, Payroll cannot provide tax advice.)

5. Section L: Advise students to fill out Part I OR Part II. Part I is for U.S. Citizens and Part II is for Non-U.S. Citizens.
1. If you are hiring an international/foreign student assistant, they **MUST** meet with Tax Specialist to complete their SPAR form. Student can make appointment at [http://fiscaff.sfsu.edu/taxservices](http://fiscaff.sfsu.edu/taxservices)

2. If the Tax Specialist determines that the student is a resident and the “tax services” stamp states: “Resident since (date)”, or “resident by marriage” the student will be employed under classification 1870 and **NOT** 1868.
CSU Form SSA-1945

Student employees are exempt from paying social security
Confidentiality Access and Compliance Form

FOR EMPLOYEES:

I certify that I have been oriented regarding the state and federal laws and University policies that govern access to and use of information contained in employee, applicant, and student records, including information/data that is accessible through oral, written, or electronic means, including data that is accessible through the CMS PeopleSoft Human Resource System and Financial Systems.

I understand that I am being granted access to this information/data based on my agreement to comply with the following terms and conditions:

- I will comply with state/federal laws and University policies that govern access to and use of information contained in employee, applicant, and student records, including information/data that is accessible through oral, written, or electronic means.
- My right to access information/data is limited to the specific information/data that is relevant and necessary for me to perform my job-related duties.
- I am prohibited from accessing information/data that is not relevant and necessary for me to perform my job-related duties.
- I will be a responsible user of information/data, whether it relates to my own or another's unit.
- I will store information/data in a secure manner.
- I will maintain the privacy and confidentiality of the information/data that I obtain.
- I will make every reasonable effort to understand the information/data I obtain, in an accurate and professional manner, and will not modify or delete information/data unless authorized to do so.
- I will ensure that the recipient is authorized to receive information/data and understands his/her responsibilities.
- I will sign off the automated system if I am not actively using it.
- I will keep my password(s) to myself and will not disclose it/them to others unless my immediate supervisor authorizes such disclosure in writing.
- I will store and secure confidential/investigative information/data, reports, etc. in a manner that will maintain its confidentiality.
- I will dispose of confidential/investigative information/data in a manner that will preserve its confidentiality when I have finished using them.

I understand that I am subject to disciplinary action up to and including termination.

I certify that I have read this Access and Compliance Form and I understand its terms and conditions.

Employee Signature ____________________________ Date ____________
Direct Deposit Form

Takes about 45 days to be establish upon the State Controller’s Office receiving the form

### Full Legal Name
- That states on your checkbook or bank statement

### Social Security Number

### Account Name
- Must check checking or saving

### Address of Bank where the account was activated

### Make sure student checks this box on the Direct Deposit form will be voided and returned

### Sign and date the form to only sign with original signature and mail a copy
Child Abuse And Neglect Reporting Act form (CANRA form)

Employees holding a position on SF STATE Campus are considered 'mandated reporters' under the California Child Abuse And Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
Department reviews all hiring documents to make sure the forms are completed and filled out correctly before creating New Hire E-TRAC:

- SPAR (CSU Student Payroll Action Request)
- CSU SSA 1945
- Direct Deposit Authorization form
- CANRA Form (Child Abuse And Neglect Reporting Act)
Hiring Process

Hire ETRAC process in PeopleSoft
Link to PeopleSoft (Website URL):
https://cmaweb.sfu.ca/pap/HSTPPRD/?cmd=login&errorPge=ckreq&languageCd=ENG

Step 1: homepage to PeopleSoft. Click on Sign in to PeopleSoft

Step 2: Input your User ID and Password that HRMS have established for you
Step 3: Click on SF State

Step 4: Click on E-TRAC HOME

Step 5: Click on E-TRAC HOME again
Step 6:

- To begin an Employee Hire click on “Employee Hire” & “Add”
Step 8:

- Effective Date: - First day of the pay period student can begin work.

- Check SPAR for to make sure address is correct.

** NOTE: If address is different, make the changes here (if the system allows)
**Label E:** Position # provided by department the Student Assistant is working for.

**Example:** Dept. 6182
- Regular SA: 00005420
- Int’l SA: 00005421
- Bridge SA: 00008396

**Label F:** Absence/Time Approver
- Department will provide position # for the individual who will be 1st Level Approver.

**Label G:** Appointment End Date
- Page will refresh itself after each field of information have been entered.
- Appt End Date: For Int’l SA (NRA) it is based on the SPAR forms stamp from internal audit. (Refer back to slide 8 for reference)
- Appt End Date for Regular SA is based on the Payroll Memo.

**Label H:** Compensation Rate
- Comp. Rate: Given by department supervisor

**Label I:** Notes
- Example: New student assistant for house keeping area (Dept. 6180), I-9 process complete

**Label J:** Employment Class
- Please double check that the employment class corresponds to the Job Code.

**Example:** 1870 – Student
1874 - Intermittent
1868 - Intermittent
Timesheet Process

Online Timesheet, Approval & Query Reports
Department Responsibility

• Inform student employee of deadlines for timesheet time reporting through SF State Gateway.
  
  Link: https://idp.sfsu.edu/idp/Authn/UserPassword

• Holding both department and student employee accountable for payroll deadlines.

** NOTE: If the timesheet is reported and approved after payroll deadline. Please inform your student employee in advance that their paycheck/paystub will be delayed.

Timesheet Process:


2. 1st level approver reviews and approves student employee timesheets.

3. 2nd level approver approves all student employee timesheets.

4. Approvers run/review query reports.
Department Responsibility

- Provide Student employees with their record number. Each record number indicate student job, salary rate and which department they work for.

- Have the student log-in & submit their time using Time Report through SF State Gateway

https://idp.sfsu.edu/idp/authn/UserPassword
Basic Information to Student Assistant Online Timesheet:

A. Employee Information

B. Select this link to view detailed tutorial guide for reporting Timesheet

C. Reporting Period Fields

D. Timesheet Fields

E. Save for Later and Submit buttons

F. Reported Time Status

G. Reported Hours Summary

H. Balances — Not applicable; may not reflect the latest balances

For more details see the Report Your Time Guide at: http://hr.sfsu.edu/time_sheets
1. Log-in to the SF State Gateway. The SF State Gateway Page appears
2. Select the First Level Approver link on your gateway page. The Approve Reported Time appears.
3. Review student timesheets before approving or denying timesheets

**Approve Reported Time Page**

Use the Approve Reported Time (shown to the right) to approve or deny the time submitted by one or more employees. This page displays the information and fields listed below:

A. Employee Selection Criteria
B. ①—Select this link to view this guide from the Timesheet Page.
C. Reporting Period Fields
D. A summary listing of employees with reported time that require approval
E. The Approve and Deny buttons

Next Step: View Timesheet Summary Listing

For more details see the Approver Reported Time Guide at:
http://hr.sfsu.edu/time_sheets
Timesheet Guidelines 2\textsuperscript{nd} Level Approver - Payable Time Approver - (Department Responsibility)

Basic Information For 2\textsuperscript{nd} Level Approver

1. Log-in to the SF State Gateway. The **SF State Gateway Page** appears
2. Select the **Second Level Approver** link on your gateway page. The Timesheet Summary Page appears
3. Approve student timesheets

**Approve Payable Time Page**

Use the **Approve Payable Time Page** (shown to the right) to approve payable time for the reporting period. The Approve Payable Time Page displays the information and fields listed below:

A. Employee Selection Criteria
B. Reporting Period Fields
C. —Select this link to view this tutorial from the Timesheet Page.
D. List of employees with payable hours that require approval
E. The **Approve** button

**Attention:** Any time not approved will remain on your list of employees with payable hours that require approval...

**Next Step:** View Payable Time Listing

For more details see the **Approver Payable Time Guide** at:
http://hr.sfsu.edu/time_sheets

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Figure 2 Approve Payable time Page
**Important Query Reports to run/review:**

1. Log-in to your PeopleSoft Account
2. Click on Reporting Tools
3. Under Query --- Click on Query Manager
# Query Reports Guidelines (Department Responsibility)

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description of the Query Report</th>
</tr>
</thead>
</table>
| **SFO_TL_PAYABLE_BY_DEPTID**  | List of SA TL 2nd level status: Tells you SA Time Report Status.  
- NA (Not Approved): Hours approved by 1st level approver & Hours ready for 2nd level approval  
- TR (Transmitted): Hours Transmitted to the State Controller’s for Payment  
- AP (Approved): Hours approved & Ready for State Controllers |
| **SF_STUDENT_ROSTER**         | List of SA whose currently working in your Dept.                                                                                                                                                                               |
| **SF_TLREPORTED_TIME**        | List of All Student(s) who have reported their hours.  
- AP: Hours approved by 1st level approver sent to 2nd level approver  
- Denied: Hours denied by 1st level approver waiting for SA to correct  
- Saved: Hours saved in SA Time Report: Have not submit for approval |
| **SF_TL_RPTD_TIME_BY_DEPT**   | List of Student(s) (by Department) who have reported their hour.  
- AP: Hours approved by 1st level approver sent to 2nd level approver  
- Denied: Hours denied by 1st level approver waiting for SA to correct  
- Saved: Hours saved in SA Time Report: Have not submit for approval |
Hourly Staff & Student Payroll Calendar

SAN FRANCISCO STATE UNIVERSITY

2016

Hourly Staff & Student Payroll Calendar

www.sfsu.edu

LEGEND

NOTE—Manual requests for pay must be submitted by the 2nd Level Approver Day to be paid by the 15th of the month.

HOLIDAY OBSERVANCES

This pay calendar is for special consultants, students and hourly intermittent employees, as well as shift differential, stipend and overtime pay. Pay requests received in payroll by the first day of the pay period.

http://hr.sfsu.edu/calendar_launch
Data Changes

Pay Rate, SPAR, ETRAC Data Change
Data Changes

» Notify the following changes on or before the deadlines given on the Payroll Memo to make sure student payroll is processed in a timely manner.

» Pay Rate Changes

• Any pay rate change must be implemented effective as of the beginning of a pay period.
  • Complete an individual E-TRAC as followed:
    • Action: Pay Rate Change
    • Reason: Student Pay Rate Change

» SPAR Changes (Submit a new form to HR, ADM 252)

• Please submit forms to the Payroll Analyst for your department

• Changes may include the following:
  • Name change (Include a copy of student social security card)
  • Address change (Where the W-2 form will be mailed)
  • Withholding allowance change (Change of tax information)

» New Temp Position (E-TRAC Data Change)

• If an active position already exists, and the reappointment is to take place the date after the expiration date,
  • Complete an individual E-TRAC as followed:
    • Action: Data Change
    • New Temp Appointment
Separation Process

End of Temporary Appointment
End of Temporary Appointment

- If a student resigns or is separating prior to the expiration (i.e. graduation), a termination E-TRAC must be created.
  - Complete an individual E-TRAC as followed:
    - Action: Termination
    - Reason: End of Temp Appointment

- Inform your department’s designated Payroll Analyst of who’s leaving, especially if they are graduating or leaving SF State.
  - Payroll Analyst will inform you of how to handle timesheet process.
  - Student(s) leaving and graduating must submit time in timesheet and approvers must at least approve timesheet three days prior to the last date of worked
Any Questions?