



## Instructions for Academic Year 2022-2023 Student E-TRAC Processing

The following information will also be available on the [SFSU Payroll Services](#) > Student Employment. For additional resources on student employment, please refer to the [student tool kit](#) and [manager tool kit](#) provided by the Dean of Students office.

Please use the template on DocuSign: [Student New Hire Packet \(Non-ISA\)](#) Classification (1870, 1871, 1874, 1875 and 1868)

[Instructional Student Assistant New Hire Packet](#) Classification (1150, 1151 and 1152)

(Student New Hire Packet will **NOT** be needed if student employee had submitted one within 2 years)

- Home address update: Visit <http://gateway.sfsu.edu> > **HR Self Services** > **My Personal Information** > **My Home Address**
- Any changes on Student Action Request Form (SPAR) information other than home address: Submit a [Student Action Request form](#)

### Important Dates & Announcements

- To ensure timely payments for the August 2022 pay period, **all supporting documentation and E-TRAC transactions are due at the HR level by 8/17/22.**
- To ensure timely payments for the September 2022 pay period, **all supporting documentation and E-TRAC transactions are due at the HR level by 09/16/22.**
- As a reminder, any new hires, re-appointments or pay rate increases will need to review/approve by your Department Budget Officer to ensure sufficient funds.

### STUDENT APPOINTMENT DATES

**THE 1st DAY STUDENT ASSISTANTS CAN BE EMPLOYED FOR THE FALL SEMESTER IS: Wednesday, 8/10/22**

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

Classification	Academic Year 2022-2023	SUMMER 2023
Work Study (1871, 1872, 1875, 1151, 1152)	8/10/22 – 5/26/2023	There is <b>NO</b> Work Study Allocation in the Summer
Student Assistant (1874, 1870, 1150)	9/01/22 to 5/31/2023	06/01/23-8/31/23
International Student Assistant 1868	9/01/22 to date (provided by <a href="#">Campus Tax Specialist</a> ) indicated on the SPAR form	Date (provided by <a href="#">Campus Tax Specialist</a> ) indicated on the SPAR form

### NEW HIRING REQUIREMENTS

- E-TRACS will no longer be able to be “Saved” or “Submitted” unless **ALL** of the below information is completed. 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.**

The I-9 verification process can be done via The Dean of Students Office (Verifications are by appointment only -- please email [vpasem@sfsu.edu](mailto:vpasem@sfsu.edu).) 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

### Effective date of all New Hire ETRAC MUST BE greater than or equal to the I-9 service indicator date

- ✓ Extended Learning (CEL) courses may count toward eligibility if the student is a regular SFSU student and enrolled in accredited courses within Extended Learning.
- **For Work Study (Job codes: 1871, 1872, 1875, 1151) students must:**
  - 1) Have received and accepted a work study offer (via Financial Aid)
  - 2) Undergraduate shall be enrolled for at **least 6 units**. Graduates shall be enrolled for **at least 4 units** in graduate-level courses
- **For Non-Resident Alien (NRAs) (Job code: 1868) students must:**
  - 1) Student employees should be enrolled full-time
  - 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) Enrolled Fall and Planning to Attend Spring

## 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 and not via a self-service Timesheet on Gateway. (please write termination E-TRAC # on the top of voucher)



### STUDENT JOB CLASSIFICATIONS

Classification	Job Code	Max Working Hours	Important Details	Subject to Retirement Plan (7.5%) Medicare (1.45%)
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, 1151	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	Up to 20 hrs/wk in Spring & Fall;  Up to 40 hrs/wk during Summer sessions and semester breaks	SPAR form must review by Fiscal Affairs - tax specialist (ADM 358) to put in appropriate tax withholding info and visa expiration date.  (*See Notes)	No
Instructional Student Assistant (ISA) Appointment letters must be submitted to Payroll before an E-TRAC can be loaded.	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.	<b>YES:</b> If the student works <b><u>more than 20 hrs.</u></b>  <b>NO:</b> If the student works <b><u>less than 20 hrs.</u></b>
	1151		Effective and end dates on the appointment letter along with the pay rate must coincide with the E-TRAC.	<b>NO:</b> If student is an NRA (* See Notes)
	1152		If a student will be working more than 20 hours per week, please indicate this in the notes section of the E-TRAC.	



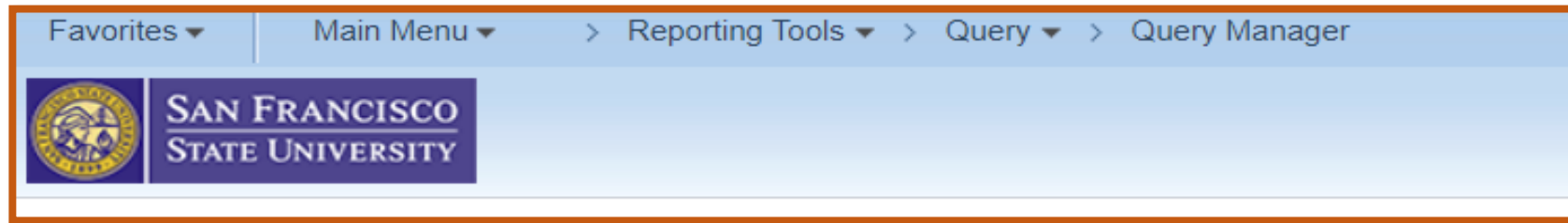
## Note:

- **Overtime:** Under no circumstances shall a student employee be scheduled to work or be paid for overtime.
- **Breaktime:** Generally, students shall be given a 15-minute break during a 4-hour shift, and at least a 30-minute break for lunch during a 5 to 6-hour shift. The 15-minute break is paid time; the 30-minute lunch is unpaid time. The 15-minute break cannot be accumulated for lunch and cannot alter the normal work schedule.
- **Background Check**
  - Student Workers, unless being considered for a position with duties that would require a background check if performed by a CSU employee, for a position that has been designated as sensitive, or for a position in which a background check is required by law.
- **Concurrent Employment:**
  - Any student may work at two or more jobs concurrently (Work Study and/or Student Assistant). The combined total hours may not exceed the **Allowable Work Hours** outlined above.
  - A student appointed as a Graduate Assistant or a Teaching Associate who is also employed as a Student Assistant or Work Study Student is limited to 20 hours per week for the combined positions.
  - The Student Assistant classifications are designed for individuals who are primarily students and also work on campus part-time. Student employees **MAY NOT** be appointed to a student assistant classification and to a CSU staff classification on a concurrent basis.
- **Max Working Hours:** Please reference the [Hourly Staff & Student Calendar](#) for students in these job codes. For example, there is 20 max working day in a Pay Period, students **cannot** work more than 160 hours (20 days X 8 hrs./day).
- **Employing Nonresident Aliens (NRAs):** [On-Campus Employment | Office of International Programs \(sfsu.edu\)](#)
- **Resignation or Separation prior to the appointment end 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 and not via a self-service Timesheet on Gateway. (please write termination E-TRAC # on the top of voucher)
- **Student Payroll Training:** Contact Nina Pan, Payroll Analyst/Training Coordinator @ [ninapan5@sfsu.edu](mailto:ninapan5@sfsu.edu).
- **Direct Deposit Self-Service Instruction:** An email will be sent to the Student Employee once the record is ready in the system; no action will be needed from the Department.
- 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.

## Helpful Links:

- ❖ [How to report hours](#) on Time Sheet
- ❖ [How the Approve reported hours](#)
- ❖ [To know the Payroll Due Dates and Payday-Payroll Calendars](#)
- ❖ [Student E-TRAC Training Manuals](#)
- ❖ [Approver Change Request](#)
- ❖ [To obtain a Copy of Paystub & W-2s: Log on to Cal Employee Connect \(CEC\)](#)

Helpful PeopleSoft [Queries](#) for all hourly employees (student or staff), to get the status of the reported hours



Query Name	Description of the Query Report
SF_STUDENT_ROSTER_PAY	List of SA who's currently working in your Dept.
SF_TL_REPORTED_TIME	<p>List of All Student Assistants who have reported their hours - shows detail by <i>day</i> for each student.</p> <ul style="list-style-type: none"> <li>AP: Hours approved by 1<sup>st</sup> level approver sent to 2<sup>nd</sup> level approver</li> <li>Denied: Hours denied by 1<sup>st</sup> level approver waiting for SA to correct</li> <li>Saved: Hours saved in SA Time Report: Have not submit for approval</li> </ul>
SF_TL_RPTD_TIME_BY_DEPT or SF_TL_REPORTED_TIME_SUM	<p>List of Student Assistants (by Department) who have reported their hour.</p> <ul style="list-style-type: none"> <li>AP: Hours approved by 1<sup>st</sup> level approver sent to 2<sup>nd</sup> level approver</li> <li>Denied: Hours denied by 1<sup>st</sup> level approver waiting for SA to correct</li> <li>Saved: Hours saved in SA Time Report: Have not submit for approval</li> </ul>
SFO_TL_PAYABLE_BY_DEPTID or SF_TL_PAYABLE_TIME_SUM	<p>List of SA TL 2<sup>nd</sup> level status: Tells you SA Time Report Status.</p> <ul style="list-style-type: none"> <li>NA (Not Approved): Hours approved by 1<sup>st</sup> level approver &amp; Hours ready for 2<sup>nd</sup> level approval</li> <li>TR (Transmitted): Hours Transmitted to the State Controller's for Payment</li> <li>AP (Approved): Hours approved &amp; Ready for State Controllers</li> </ul>
SF_TL_REPORTED_TIME_BY_SFSUID	List of reported student hours by day, for one student
SF_TL_PAYABLE_TIME_BY_SFSUID	List of student hours at 2 <sup>nd</sup> level, for one student