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

The following information will also 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.

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

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 vpsaem@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

<table>
<thead>
<tr>
<th>E-TRAC Purpose</th>
<th>Type</th>
<th>Action</th>
<th>Reason</th>
<th>Important Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay rate change</td>
<td>Employee Change</td>
<td>Pay Rate Change</td>
<td>Student Pay Rate Change</td>
<td>Effective date must be the first date of the pay period.</td>
</tr>
<tr>
<td>1. Hiring a student employee and creating a new position</td>
<td>Employee Hire</td>
<td>Employee Hire</td>
<td>New Temp Appointment</td>
<td></td>
</tr>
<tr>
<td>2. (Re) Hiring a student employee in a previous appointment</td>
<td>Employee Change</td>
<td>Data Change</td>
<td>New Temp Appointment</td>
<td>Effective Date - the date after the current appointment end date.</td>
</tr>
<tr>
<td>To extend existing appointment</td>
<td>Employee Change</td>
<td>Termination</td>
<td>End of Temporary Appointment/Resignation</td>
<td>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)</td>
</tr>
</tbody>
</table>
## STUDENT JOB CLASSIFICATIONS

<table>
<thead>
<tr>
<th>Classification</th>
<th>Job Code</th>
<th>Max Working Hours</th>
<th>Important Details</th>
<th>Subject to Retirement Plan (7.5%) Medicare (1.45%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant</td>
<td>1870</td>
<td>Average 20hrs/wk.</td>
<td>Cannot be paid as 1874 and 1870/1871 in the same month</td>
<td>No</td>
</tr>
<tr>
<td>Student Assistant (Work Study)</td>
<td>1871, 1872, 1151</td>
<td>Average 20hrs/wk.</td>
<td>Cannot be paid as 1874 and 1870/1871 in the same month</td>
<td>No</td>
</tr>
<tr>
<td>Bridge Student Assistant</td>
<td>1874, 1875, 1876</td>
<td>Not to exceed the number of possible working hours each month (*See Notes)</td>
<td>Cannot be paid as 1874 and 1870/1871 in the same month</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Resident Alien Student (NRA)</td>
<td>1868</td>
<td>Up to 20 hrs/wk in Spring &amp; Fall; Up to 40 hrs/wk during Summer sessions and semester breaks</td>
<td>SPAR form must review by Fiscal Affairs - tax specialist (ADM 358) to put in appropriate tax withholding info and visa expiration date. (*See Notes)</td>
<td>No</td>
</tr>
<tr>
<td>Instructional Student Assistant (ISA)</td>
<td>1150</td>
<td>Not to exceed the number of possible working hours each month (*See Notes)</td>
<td>Appointment letters must be submitted to Payroll before an E-TRAC can be loaded.</td>
<td>YES: If the student works more than 20 hrs. NO: If the student works less than 20 hrs.</td>
</tr>
<tr>
<td>Appointment letters must be submitted to Payroll before an E-TRAC can be loaded.</td>
<td>1151</td>
<td>Effective and end dates on the appointment letter along with the pay rate must coincide with the E-TRAC.</td>
<td>NO: If student is an NRA (* See Notes)</td>
<td></td>
</tr>
<tr>
<td>1152</td>
<td></td>
<td>If a student will be working more than 20 hours per week, please indicate this in the notes section of the E-TRAC.</td>
<td>NO: If student is an NRA (* See Notes)</td>
<td></td>
</tr>
</tbody>
</table>
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
  o 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:
  o 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.
  o 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.
  o 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 (sfu.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.
➢ 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 form 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

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description of the Query Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF_STUDENT_ROSTER_PAY</td>
<td>List of SA who’s currently working in your Dept.</td>
</tr>
</tbody>
</table>
| SF_TL_REPORTED_TIME | List of All Student Assistants who have reported their hours - shows detail by day for each student.  
  - 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 or SF_TL_REPORTED_TIME_SUM | List of Student Assistants (by Department) 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 |
| SFO_TL_PAYABLE_BY_DEPTID or SF_TL_PAYABLE_TIME_SUM | 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_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 2nd level, for one student |