



Student Employment Services

University Enterprises, Inc. / Sacramento State

Fall 2009

Summer Hours End

University Enterprises SES and administrative offices will be open from 8:00 am to 5:00 pm, Monday through Friday beginning August 24.

*UEI will be closed Labor Day
September 7, 2009.*

Plan Ahead:

Aug 28 - Last day for Grads

The last allowable work day for students who **graduated** in May, in addition to any other student assistants who are **not enrolled** in school for the fall semester/quarter, is Friday August 28, 2009. It is also the last day of the week in which students may work 40 hours.

Fall Semesters/ Quarters Start Dates

Community Colleges:

American River,
Cosumnes, Sacramento
City, Folsom Lake -
August 22

Sacramento State -

August 31-

UC Davis - September 21

Student Employment Services University Enterprises, Inc.

Sacramento State
Bookstore Building Ste 3400
6000 J Street
Sacramento, CA 95819-6111
Phone: 916-278-7565
Fax: 916-278-4886
<http://www.enterprises.csus.edu/ses/>

Student Status Forms Due

Fall 2009 *Part-Time Employee Status* forms and fall class schedules are **due on August 16, 2009**. This form verifies the college or university each student attends and the number of units they've enrolled in. UEI Student Employment Services requires students to maintain at least six (6) semester/nine (9) quarter undergraduate units at an affiliated college or university to maintain their employment with UEI. Forms are located at:

http://www.enterprises.csus.edu/hr/forms/f_status.html

International Students: All international students must ensure that their clearance to work documentation is updated, by providing a letter from the Sacramento State Global Education office (if a CSUS student) indicating they are cleared to work or submit their *I-20 form* to UEI Human Resources office.

Information from Human Resources

Hours Monitoring Policy Reminder: While school is in session, all Student Assistants/Graduate Assistants can work up to 30 hours per week and International Students Assistants can work up to 20 hours per week. Hours will be monitored and emails will be sent to supervisors of students that exceed this policy.

Re-Hire Process: If you are bringing back a student assistant who has been inactive for over 90 days or previously separated from employment with UEI, they must come in for a brief re-hire orientation prior to returning to work. The student will need to bring a completed EAA (Employee Action Authorization) form, picture identification (driver's license, US passport, etc.), and a document that establishes employment authorization (i.e. Social Security card, certified birth certificate, etc.), and a voided check if direct deposit is desired.

Payroll Services Update

October 15 time reports due early: Please note that time reports for the pay period October 1-15 will be due on **Thursday, October 15 at noon** due to the fact that Friday, October 16 is a State furlough day. Reminders will be sent out to students and supervisors in October.

Timesheet Tips. Please ensure...

- ✓ the account number is current and in the correct box
- ✓ there is a supervisor or contract manager's signature
- ✓ holiday hours worked are initialed by the supervisor
- ✓ all changes are initialed by the supervisor
- ✓ breaks and lunches are taken and reflected on time report
- ✓ you have a designated person to process and sign time reports in your absence