

News You Can Use

Part-time Student Assistant Newsletter



As the academic year begins, we'd like to provide you some important reminders.

Student Work Hours

Students employed by University Enterprises, Inc. (UEI) can work up to 1,500 hours in a 12-month period. In applying this threshold, student work hours should generally be limited to 20 hours per week (Sunday – Saturday) when classes are in session, and 40 hours per week during school breaks. For work scheduling purposes, starting September 1, 2017, students are expected to return to academic year scheduling of no more than 20 hours per week on average. The total number of hours worked per work week is closely monitored by UEI Human Resources (HR).

Status Forms Due Now

UEI requires student assistants and graduate student assistants to submit their enrollment status via the online [Status Form](#) at the start of each academic term. Non-Sac State students must also upload a copy(ies) of their fall enrollment verification documents, e.g., class schedule(s), demonstrating enrollment in the appropriate number of units. UEI's minimum enrollment requirements are as follows:

- Undergraduate students: Six semester units or nine quarter units
- Graduate students: Four semester units or six quarter units

NOTE: Waitlisted classes will not be counted towards the total unit load. Graduate students working on their thesis or senior project who are no longer enrolled in the minimum number of units, must upload a memo from their department chair on department letterhead documenting their status and anticipated completion date. Failure to submit the form and/or demonstrate appropriate enrollment, may result in separation from employment.

Student enrollment is subject to random audit at any time by either a UEI representative or your supervisor. Any student who fails to maintain the minimum enrollment requirement may be disciplined up to and including termination.

FICA Exemption for Sac State Students

Sac State student assistants may qualify for the Federal Insurance Contributions Act (FICA) exemption during the semester. Completing and submitting the online [Status Form](#)

documents this exemption. The exemption is effective during the pay period for which it was submitted.

International Student Assistants

All international students should ensure their clearance to work documentation is updated and submitted to UEI HR. Sac State students need to provide a letter from the Office of International Programs and Global Engagement indicating clearance to work. International students from other colleges and universities must ensure that UEI HR has a current I-20 form.

Recent Graduates

Student assistants who graduated in May or June are eligible to work through the end of August 2017. On your last day of work submit your final time sheet and email a completed [Separation from Employment Form](#) to [UEI HR](#). UEI Payroll Services will process your final paycheck.

Timekeeping Reminders

- Punch in and out using the web or time clock each day you work including punching out and back in from lunch. NOTE: Students working more than six hours in one day are required by law to take a half-hour unpaid lunch break within the first five hours of the work period.
- Submit your time sheet by the deadline posted on the [Payroll Calendar](#) after you've finished working your hours each pay period.
- UEI does not permit part-time or student assistants to telecommute. Please contact UEI HR if you have questions regarding this policy.

Dates to Remember

August 16, 2017: UEI [Status Form](#) due. If you don't attend Sac State, please upload your fall 2017 enrollment verification documentation.

August 21, 2017: UEI regular business hours resume

UEI is closed on the following dates:

September 4, 2017 Labor Day

November 10, 2017 Veterans Day

November 23 - 24, 2017 (Thanksgiving break)

December 25, 2017 – January 1, 2018 (Christmas/New Year's break)