



Frequently Asked Questions - Applicant

+Do I have to be a Sacramento State student to apply to University Enterprises, Inc. (UEI) student jobs?

No, you do not have to attend Sacramento State to apply for jobs. Students who are currently enrolled and attending classes during the regular term (fall, spring and winter, if applicable), at a qualifying* institution of higher education, are eligible to be hired as a UEI Student Assistant.

**Qualifying institutions include, but are not limited to: Sacramento State; any campus of the CSU or UC systems; any community college campus; or a private university offering a 4-year degree or a credential program. Institutions of higher education who have an Articulation Agreement (an agreement which indicates that units from that institution are transferable) with any of the above institutions also qualify.*

+How many units do I need to be enrolled in to apply for student assistant jobs?

- Undergraduate students must maintain a course load of at least six (6) semester units or nine (9) quarter units
- Graduate students must maintain a course load of four (4) semester or six (6) quarter units.

(The hiring department may have a higher unit requirement. If so, you must follow that department's requirement.)

+Do I need to be enrolled in classes during the summer session to work during the summer as a UEI Student Assistant?

No, you do not have to be enrolled in the summer session to work as a UEI Student Assistant. If your employment continues into the fall semester, you'll need to demonstrate enrollment when the fall semester begins.

+How many hours can I work per week? Can I work full-time?

- Student Assistant and Graduate Assistants may work up to 30 hours per work week during the academic year and up to 40 hours per work week during breaks; (winter, spring and summer).
- International students are limited to 20 hours per work week during the academic year.
- Part-time, casual employees are limited to no more than 19.5 hours per work week.

+How many hours can I work per week if I am a recent graduate or graduate student?

Recent graduates and graduate students working on their thesis must also adhere to the 'maximum number of work hours' policy. (20 hours per work week during the



academic year and up to 40 hours per work week during breaks; (winter, spring and summer).

+Can I continue to work as a student assistant after I graduate?

If you are currently employed as a student assistant and have no intention of enrolling in a graduate program, you may maintain employment eligibility for 90 days following your date of graduation. At the end of this 90 day period, a [Separation from Employment form](#) must be submitted along with your final timesheet to UEI's Payroll Services.

International students must have proper clearance to work beyond their graduation date.

Students who have been accepted into a graduate program may have up to one semester off between graduation and the beginning of graduate school. The following items are needed in order to continue employment and/or be employed under these circumstances.

- Proof of graduation (diploma or transcripts from the registrar's office certifying graduation).
- Proof of acceptance in a graduate program and the effective date of enrollment.

+If hired by a State Agency, am I eligible for service credit or benefits?

No, UEI Student Assistant positions are part-time, non-benefited positions. UEI Student Assistants are not eligible for benefits including any type of leave accruals and service credit regardless of the location of your work site or the department or project you work for.

+Where and when can I go through new hire or re-hire orientation?

New hire and rehire orientations are conducted in UEI's Human Resources department on a walk-in basis, Monday - Friday, 8:00 AM - 3:30 PM.

+Where can I park during new hire orientation if I don't have a campus parking pass?

[View our map and location>>](#)

+What do I need to bring to new hire orientation?

- The original Employee Action Authorization Form (EAA).
- Documents establishing your identity and ability to work in the U.S. Examples include a Drivers' License and Social Security Card, certified birth certificate or a U.S. Passport.
- A copy of your current class schedule.
- A VOIDED check, if you would like to sign up for direct deposit.



University Enterprises, Inc.

SACRAMENTO STATE

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Human Resources

(916) 278-7003

FAX (916) 278-4787

www.enterprises.csus.edu

+How do I submit my new hire paperwork if I live out of the area?

Please mail original (no copies please) new hire packet to:

University Enterprises, Inc.

Human Resources

Bookstore Bldg. Suite 3900

6000 J Street

Sacramento, CA 95819-6063

+Why does my paycheck come from University Enterprises, Inc. and not from the State Agency where I work?

University Enterprises, Inc. contracts with State Agencies and other organizations to be the employer of record for Student Assistant employees. This means UEI is your employer even if you perform work off campus.