



## Frequently Asked Questions - Supervisors

### +How do I post a Student Intern/Assistant position?

In order to post a position, you will need an assigned UEI account number. If you do not know your account number, please contact your account manager at (916) 278-7565.

Using our online application tracking system – UEIJobs, you will:

1. Create a user account
2. Receive an email from HR when your account is ready
3. Login to the system ([www.ueijobs.com](http://www.ueijobs.com)) and prepare the job posting
4. Submit the posting for HR approval

For complete step-by-step instructions, [view our training documents](#).

If further assistance is needed, please call our Human Resources department at (916) 278-7003.

### +What types of jobs can be posted?

You may post student intern/assistant or casual positions. Student and on campus only casual positions are paid, part-time, temporary, non-benefitted positions. [View our part-time employment categories>>](#)

### +Can a student be enrolled at a college/university other than Sacramento State?

Yes, if your contract allows for it. We have Affiliation Agreements with most California State Universities, University of California, local community colleges, and many out-of-state and private institutions. The student must be enrolled in a degree driven or credentialing program. Certification or Vocational programs do not meet our hiring criteria.

### +What is the student unit requirement?

- 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.
- There is no unit requirement for summer.

It is the hiring manager's responsibility to confirm this information prior to offering employment.

### +Are international students eligible for employment?

Yes. International students who hold a valid J-1 or F-1 visa are eligible to work as a student interns/assistants and may work 20 hours per week.



### **+Is there a pay-rate schedule that must be adhered to?**

For students working **off campus** at a state agency, pay rates are established by you based on your contract terms and budget, and should be consistent for all students. Your Account Manager can provide you with a sample pay scale to use as a guideline, if desired.

For students working **on campus** in any of the following departments, you must be paid according to UEI's student & part time wage scale. For a copy of the current wage scale, please contact the HR department at (916) 278-7003.

- Administration
- Business Services Department
- Dining Services
- Human Resources
- Information Technology
- Marketing Services
- Payroll
- Research Administration/Contract Administration
- The University Union
- The WELL

For students working **on campus in UEI supported project offices** there is no mandatory wage scale or rate increase schedule. If this applies to your project, we encourage you to be consistent in the application of student wages and increase schedules.

### **+How many hours can a student intern/assistant work per week?**

- Student intern/assistants and Graduate intern/assistants may work up to 20 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.

### **+Are student interns/assistants allowed to work flexible or alternate work schedules?**

UEI does not allow alternate work schedules for employees. Students can be scheduled to work under supervision during the regular business hours of the department/project, including special events on weekends and evenings.

Students are not allowed to telecommute or work remotely.

### **+My student intern/assistant is graduating; can they continue to work for me?**

If the student intern/assistant will not be enrolling in a graduate program, they may maintain employment eligibility for 90 days following the date of graduation. At the end of this 90 day period, a Separation from Employment form must be submitted along with their 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.

### **+What happens after a job is posted?**

Students will submit applications online and Human Resources will release these applications daily to you so that you may review them online. Once the applications have been reviewed, Supervisors and/or Hiring Managers will select the candidates to interview.

### **+What should I do if I know an applicant applied to my job but I cannot find their application?**

The Human Resources Department releases applications for each position daily. If you are unable to locate the application in question by the following business day, please contact the Human Resources Department at 916-278-7003.

### **+Can UEI help with recruitment in ways other than online job postings?**

Yes, for many of our student intern/assistant positions we post on job boards, participate in campus career fairs, post to CalJobs, and send information to other local colleges. This in conjunction with the online job posting will result in quality applications for you to review.

### **+Are student employees required to attend an orientation?**

Yes, all new and re-hired employees must attend orientation before starting employment. Employees in the Sacramento area should attend orientation at UEI. Employees outside the Sacramento area will receive orientation from their supervisor at their workplace.

If you have questions about new hire or re-hire orientations, please contact the Human Resources Department at 916-278-7006.

### **+Who is the employer of record?**

University Enterprises, Inc. is the employer of record for all employees on our payroll, including student interns/assistants, regardless of work location.



University Enterprises, Inc.

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Sacramento, CA 95819-6063

**Human Resources**

(916) 278-7003

FAX (916) 278-4787

[www.enterprises.csus.edu](http://www.enterprises.csus.edu)

**+If I am no longer in charge of student intern/assistant hiring, how can I delete my user account?**

If you wish to delete your user account, please contact the Human Resources Department at (916) 278-7003 and your account can be deactivated.