

News You Can Use

Welcome back! As the academic year begins, we'd like to provide you with some important information.

Academic Year Work Schedules and Student Work Hours

Student assistant positions are part time and temporary. During the academic year, student assistants are limited to a maximum of 20 hours per week. During academic breaks, students are eligible to work up to 40 hours per week.

September 1, 2019 marks the start of the 20-hour workweek for students and recent graduates. Please contact your supervisor to establish your fall work schedule.

Student work hours are monitored each pay period. Students and supervisors will be notified regarding any issues or concerns and schedule adjustments will be made if needed.

Status Forms Due August 16

Student assistants, including graduate student assistants and recent graduates, should submit their enrollment status via the online **Status Form** at the start of each academic term. Non-Sac State students should upload their fall enrollment verification documentation, e.g., a class schedule, to demonstrate enrollment in the appropriate number of units.

Minimum enrollment requirements are:

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

Please note: Waitlisted classes aren't counted toward your total unit load.

Graduate students working on a thesis or senior project and no longer enrolled in the minimum number of units, should upload a memo from their department chair on department letterhead documenting their status and anticipated completion date.

Recent Graduates

Student assistants may maintain employment eligibility for 90 days after the date their degree was awarded. On or before the end of this 90-day period, submit a **Separation from Employment** form.

Did You Change Your College or University?

If you're attending a new college or university this fall, please check our list of **Affiliated Colleges and Universities**. If your school isn't listed, please call UEI Human Resources HR at (916) 278-7003 as soon as possible.

FICA Exemption (Sac State Students Only)

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 starting with the pay period in which it was submitted.

International Student Assistants

All international students should ensure their Form I-20 is updated and submitted to UEI HR.

Timekeeping Reminders

- Punch in and out using the web or biometric time clock each day you work including punching out and back from lunch.
- You are required to take a 30-minute unpaid lunch break for shifts of six hours or more.
- Submit your timesheet at the end of each pay period. **Suggestion: Submit it immediately after your last shift of the pay period so you don't forget.**
- Telecommuting isn't available to student assistants.

Please contact UEI HR if you have questions about your employment or the information provided in this newsletter.



DATES TO REMEMBER

August 16, 2019

UEI **Status Form** due. If you don't attend Sac State, please upload your fall 2019 enrollment verification documentation.

August 19, 2019

UEI normal business hours resume (8:00 a.m. - 5:00 p.m., Monday – Friday)

UEI is closed on the following dates:

September 2, 2019

Labor Day

November 11, 2019

Veterans Day

November 28 - 29, 2019

Thanksgiving Break

December 24, 2019 -

January 1, 2020

Christmas/New Year's Break

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