We hope this newsletter continues to find you and your family safe and healthy. As the academic year begins and more students return to work, 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 working for a campus department or program are limited to a maximum of 20 hours per week, and students working through the California Intern Network are limited to a maximum of 24 hours per week. These maximum weekly hours apply whether school or work is in person or remote.

September 1, 2021, marks the start of the 20-24-hour workweek for most students and recent graduates. Please contact your supervisor to establish your fall work schedule. During academic breaks, all students are eligible to work up to 40 hours per week.

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

**Enrollment Status for Fall Term Due**

Prior to the start of each academic term, UEI verifies enrollment on all active student assistants, graduate student assistants and recent graduates ensuring students meet UEI’s minimum requirement to maintain employment. Minimum enrollment requirements are:

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

**Please note:** If the department or agency you work for has a higher unit requirement, you are required to meet their minimum requirement. Also, waitlisted classes aren’t counted toward your total unit load.

While in the past UEI has collected student status information via a web form, based on our successful launch of UEIWorkforce in July, we will now be collecting this information via our new system, UEI Workforce.

UEI will assign a **Student Status Checklist** in UEIWorkforce to the students who aren’t enrolled at Sac State in the minimum units. Students will receive an email notification to log in to UEIWorkforce to complete the checklist. Students are required to attach their fall enrollment verification documentation to the checklist, e.g., a class schedule. UEI will reject submissions without the required documentation and you will be required to resubmit.

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

**Sac State students** enrolled in the minimum units **DO NOT** need to submit a student status checklist. UEI will verify Sac State enrollment with campus Admissions and Records. UEI Human Resources will contact Sac State students who are not enrolled in enough units or unable to verify enrollment with campus Admissions and Records.
Please contact UEI HR if you have questions about your employment or the information provided in this newsletter at (916) 278-7003.

**FICA Exemption (Sac State Students Only)**
Sac State student assistants qualify for the Federal Insurance Contributions Act (FICA) exemption during the semester if they are enrolled at least half-time. The exemption is effective during the pay period for which enrollment is confirmed.

**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, please submit a *Separation from Employment* form.

**Did you Change Colleges?**
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 at (916) 278-7003 as soon as possible.

**International Student Assistants**
All international students are required to ensure their Form I-20 is current and any updates are submitted to UEI HR.

**Important Information**
To minimize the spread of COVID-19, it’s required you follow the safety guidelines in place for your department or program. *Questions and answer, detailed resources*, and our *Pandemic Prevention Plan* are available on our website.

UEI employees are asked to report exposure, symptoms or positive cases of COVID-19 to UEI Human Resources using our *COVID-19 Intake Form*.

Teleworking isn’t allowed without a *Work from Home Agreement* on file with HR. Please note: Employees are required to reside in the state of California while performing work. UEI is unable to employ someone performing work duties outside of California. If you are currently residing outside of California, please notify UEI HR.

Punch in and out using UEIWorkforce each workday including punching out and back in from lunch.

A 30-minute unpaid lunch break is required for shifts of six hours or more. Lunch needs to begin before the 6th hour begins. For example, if your shift begins at 8:00 a.m., your lunch need to begin by 12:59 p.m.

As a reminder, please submit all Timesheet Change Requests as they occur and submit timesheets at the end of each pay period.

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