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 (CAIN) are limited to a maximum of 24 hours per week. These maximum weekly hours apply whether school or work is in person or remote.

August 29, 2022, marks the start of the 20 to 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 schedule adjustments will be made if needed.

**Enrollment Status for Fall Term**

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 (6) semester units or nine (9) quarter units.
- Graduate: Four (4) semester units or six (6) quarter units.

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

UEI will assign a Student Status Checklist in UEIWorkforce to **students who aren’t enrolled at Sac State**. 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 transcript. 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 to the checklist a memo from their department chair, on department letterhead, documenting their status and anticipated completion date.

**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 (UEI HR) will contact Sac State students who are not enrolled in enough units or if UEI is unable to verify enrollment with campus Admissions and Records.

**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 that have graduated may maintain employment eligibility after graduation. Depending upon the academic term in which you completed courses to graduate, you are expected to leave the program by the corresponding timeline outlined. Please note, recent graduates are still subject to the maximum weekly hours allowed. On or before your final work day, please submit a final timesheet and a Separation from Employment Form to UEI HR.

Recent graduates, please visit ueijobs.com for our full-time, benefited job postings.

Di 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 HR at (916) 278-7003 as soon as possible. Attending an affiliated college is required for most student assistant positions.

International Student Assistants
Sac State International students planning to work this fall semester are required to provide a clearance to work letter from the International Program and Global Engagement office by August 26, 2022. Non-Sac State students should submit their updated I-20 or Employment Authorization Card, if expired, to UEI HR.

Important Information
• To minimize the spread of COVID-19, it is 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 HR using our COVID-19 Intake Form.
• COVID-19 Supplemental Paid Sick Leave (SPSL) under California SB-114 is in addition to standard paid sick leave and can be used for qualifying COVID-19 related absences. Covered part-time employees are entitled to a prorated number of hours based on prior hours worked. If you believe you qualify for and would like to request COVID-19 SPSL, please discuss with your supervisor and complete and submit an SPSL Request Form.

Work from Home Agreements
In order to telework, a Work from Home Agreement needs to be on file with UEI 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, even for remote positions. If you are currently residing outside of California, please notify UEI HR.

Dual Employment
Students can only be employed in one UEI job at a time.

Timekeeping
• 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 should begin before the 6th hour.
• Please submit all Timesheet Change Requests as they occur and submit your timesheet at the end of each pay period.
• Feel free to contact UEI HR if you have questions about your employment, or the information provided in this newsletter.