We hope this newsletter finds you and your family safe and healthy. We appreciate all you do to support your departments and agencies. This past year was certainly challenging. Please continue to take care and stay safe.

Congratulations, 2021 Graduates!
Student assistants graduating in spring or summer may maintain employment eligibility for up to 90 days after the date their degree was awarded but remain subject to the maximum weekly hours. On or before the end of this 90-day period, please submit a final timesheet and a Separation from Employment Form to UEI HR.

Leaving Your Student Assistant Position at the End of the Spring Term
Student assistants who are graduating and will not work over the summer, as well as students who aren’t planning to return to your student assistant position in the fall, are required to complete and submit your final timesheet and a Separation from Employment Form to UEI HR on your final work day.

Sac State Summer Session and FICA Exemption
Sac State student assistants may qualify for the FICA (Social Security and Medicare tax) exemption during the summer if you meet the following criteria:
- Enroll in at least one unit of summer session at Sac State
- Work less than 30 hours per work week

Students eligible for this exemption are required to submit an online Status Form before June 1 for the summer term.

Maintaining Employment Eligibility Beyond Summer
Continued employment with UEI requires undergraduates maintain a course load of at least six semester or nine quarter units, or a graduate course load of four semester or six quarter units. Enrollment for fall 2021 has started for many colleges/universities in our area. To ensure continuous employment after the summer, please plan ahead and enroll now.

If you’re working off campus at a California state agency and are switching schools in the fall, your new school is required to be on our Affiliated Colleges and Universities list for you to remain eligible to work. If you don’t see your school listed, please call UEI HR at (916) 278-7003 as soon as possible.

International Student Assistants
Sac State international students planning to work during the summer are required to provide a clearance to work letter and/or updated I-20 with UEI listed as the employer by June 1. Non-Sac State international students should submit their updated I-20 or Employment Authorization Card, if expired, to UEI HR.
Coming Soon! New User-friendly Timekeeping and Employee Self-Service Portal!

UEI is pleased to announce UEIWorkforce, powered by Ultimate Kronos Group. UEIWorkforce is a state-of-the-art, highly rated software program. It’s easy to understand, user-friendly, and provides everything you need from payroll and timekeeping to human resources information and more all in one simple, integrated system. Stay tuned for more information regarding the upcoming launch.

Important Reminders

To minimize the spread of COVID-19, face coverings are required at work. Questions and answers, detailed resources, and our new 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 the time clock each workday including punching out and back 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.

Submit your timesheet at the end of each pay period.

National Intern Day is July 29, 2021

National Intern Day was founded in 2017 as a way to encourage companies to celebrate, empower, and recognize interns. National Intern Day, the last Thursday in July, recognizes college students testing the professional waters across the country. We recognize the hard work our interns do doing their time at UEI. Our hope is that you are learning new skills and gaining new insights about the industry you work in so you can succeed and thrive in life beyond college. To all UEI student interns, thank you for all you do! #internday