



WINTER

News You Can Use

DATES TO REMEMBER

December 17, 2018

Winter break begins at CSU/UC campuses (varies for local community colleges)

December 24, 2018 – January 1, 2019

UEI offices closed for the holidays

January 2, 2019

UEI offices reopen 8:00 a.m. – 5:00 p.m.
Timesheets due by noon via the timekeeping system

January 7, 2019

Winter term starts for UC students

January 16, 2019

Status Forms due
Timesheets due by noon via the timekeeping system

January 19, 2019

Spring semester begins at some local community colleges

January 21, 2019

Martin Luther King Jr. Day
Sac State and UEI closed

January 22, 2019

Spring semester begins at Sac State

University Enterprises, Inc. Human Resources

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Work Hours During Winter Break and After

Winter break for most students starts Monday, December 17, 2018, and ends Friday, January 18, 2019. Many student assistants and graduate assistants are eligible to work 40 hours per work week during the break. Please check with your supervisor for any schedule changes. Starting Tuesday, January 22, 2019, student assistants and graduate assistants should work an average of 20 hours per work week. University Enterprises, Inc.'s (UEI) work week starts on Sunday and ends on Saturday. Student assistants and graduate assistants may work a maximum of 1,500 hours in a twelve-month period.

Status Forms Due January 16, 2019

UEI requires student assistants and graduate student assistants to submit their enrollment status via the online [Status Form](#) at the start of each academic term. If you're working off campus at a California state agency and switching schools in the spring, please check our list of [Affiliated Colleges and Universities](#). If you don't see your school listed, please call UEI Human Resources (HR) at (916) 278-7003 as soon as possible.

Students not attending Sac State need to upload a copy of their spring enrollment verification documents, e.g., a class schedule, demonstrating enrollment in the appropriate number of units. UEI's minimum enrollment requirements are:

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

NOTE: Waitlisted classes can't be counted toward the total unit load.

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

Students who don't demonstrate and maintain enrollment may be separated from employment.

FICA Exemption for Sac State Students

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 beginning the pay period in which it was submitted.

Not Returning to School in Spring or Changing Jobs

If you don't plan to return to school in the spring or have accepted a new job, please be sure to complete a [Separation from Employment Form](#) and email or fax it to UEI HR by your last scheduled work day. Please indicate the reason for leaving, e.g., no longer a student, accepted a full-time job, etc. You're also required to submit your final timesheet via UEI's timekeeping system on your last work day.

Winter 2018 Graduates

Student assistants who graduate in December must also submit a status form and are eligible to work up to 90 calendar days after graduating if funding is available. Please note: International students are ineligible for this extension. On or before your last day, please email or fax a [Separation from Employment Form](#) to UEI HR. Please also submit your final timesheet via UEI's timekeeping system on your last work day.

International Students

International students need to ensure that UEI HR has a current I-20 form.

W-2 Forms

Employees are encouraged to log in to [Employee Online](#) before January 4, 2019, to elect to waive paper copies of their W-2 forms. Employees who opt out of a paper copy will be notified by email as soon as the 2018 W-2 forms are available online. Employees who didn't opt out will receive a copy by mail at the end of January 2019.

If you need to update your address, opt out of receiving your W-2 form by mail, or change your W-4 form, log in to [Employee Online](#) before January 4, 2019, to make changes. If you have questions or need assistance, contact UEI Payroll Services at (916) 278-7427 or Human Resources at (916) 278-7003.

