

WINTER

# News You Can Use

## DATES TO REMEMBER

### December 19, 2020

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

### December 24, 2020 – January 1, 2021

UEI offices closed for the holidays

### January 4, 2021

UEI phone hours 8:00 a.m. – 5:00 p.m.  
Timesheets due by noon via the  
timekeeping system  
Winter term starts for UC students

### January 16, 2021

Spring Status Forms due  
Spring semester begins at some area  
community colleges

### January 18, 2021

Martin Luther King Jr. Day  
Sac State and UEI closed

### January 19, 2021

Timesheets due by noon via the  
timekeeping system

### January 25, 2021

Spring semester begins at Sac State

## University Enterprises, Inc. Human Resources

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6000 J Street, Suite 3900  
Sacramento, CA 95819-6063  
(916) 278-7003  
(916) 278-4787 Fax  
[uei-hr@csus.edu](mailto:uei-hr@csus.edu)  
[enterprises.csus.edu/human-resources](http://enterprises.csus.edu/human-resources)



We hope this newsletter continues to find you and your family safe and healthy. As 2020 comes to an end, we'd like to provide you with some important information.

### Work Hours During Winter Break and After

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.

Winter break for most students starts Monday, December 21, 2020, and ends Friday, January 22, 2021. 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. January 25, 2021, marks the start of the 20 to 24-hour work week for most students and recent graduates. Please contact your supervisor to establish your spring work schedule.

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.

### Status Forms Due January 16

UEI requires student assistants, graduate student assistants, and recent graduates to submit their enrollment status via the online [Status Form](#) at the start of each

academic term. Non-Sac State students are required to upload their spring 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 need to upload a memo from their department chair on department letterhead documenting their status and anticipated completion date.

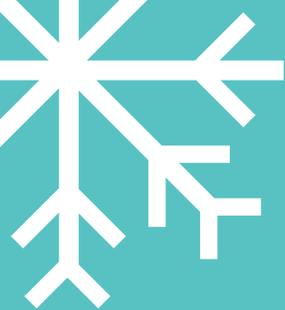


### Recent Graduates

Student assistants may maintain employment eligibility for 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 [Separation from Employment Form](#).

### FICA Exemption (Sac State Students Only)

Sac State student assistants qualify for the Federal Insurance Contributions Act (FICA) exemption during the semester if they



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### 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 complete a [Separation from Employment Form](#) and email 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 workday.

are enrolled at least half time. Completing and submitting the online [Status Form](#) and UEI's verification of the enrollment documents this exemption. The exemption is effective during the pay period for which enrollment is confirmed.

### International Student Assistants

All international students need to ensure their Form I-20 is current and any updates are submitted to UEI HR.

### W-2 Forms

Employees are encouraged to log in to [Employee Online](#) before January 4, 2021, 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 2020 W-2 forms are available online. Employees who don't opt out will receive a copy by mail at the end of January 2021.

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, 2021, to make changes. If you have questions or need assistance, please contact UEI Payroll Services at (916) 278-7427 or Human Resources at (916) 278-7003.

### 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](#).

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.

If you are ill and cannot report to work, notify your immediate supervisor at least an hour before your scheduled work time and indicate how long you expect to be absent. If for some reason you can't call, please have a family member or friend call on your behalf.

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

