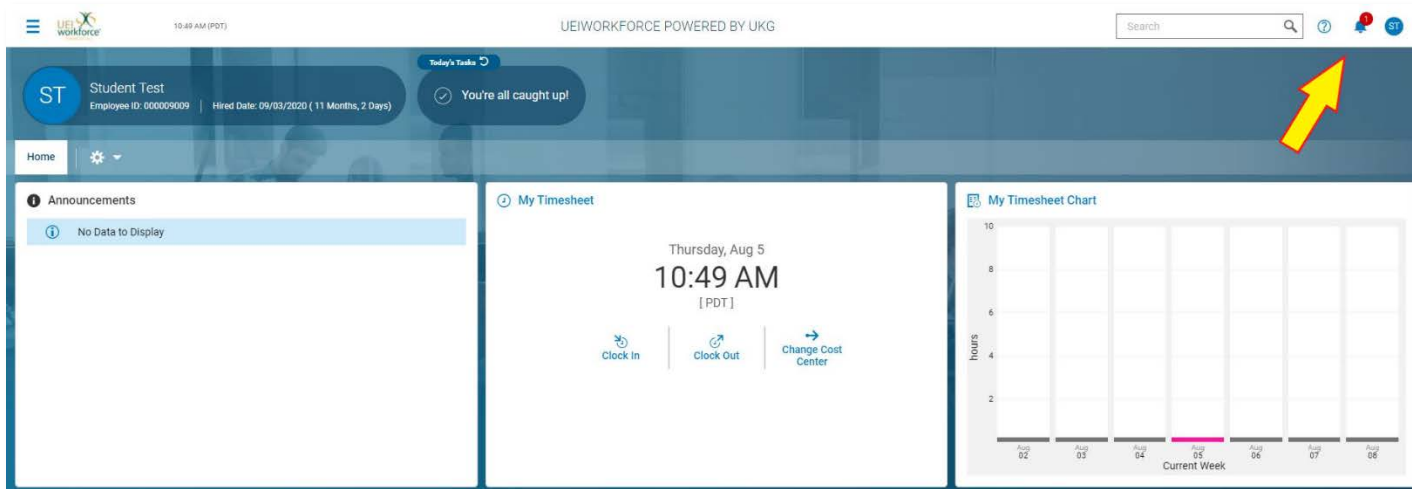


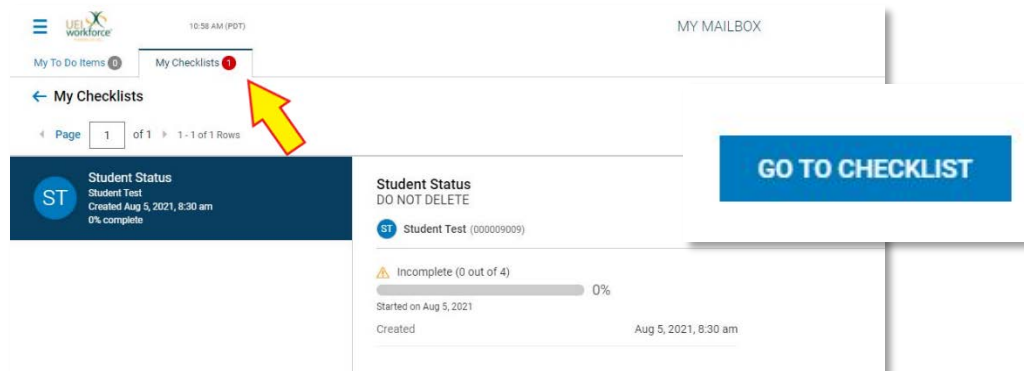
## Submitting Your Student Status

Access the log-in page via this link: [UEIWorkforce Login](#)

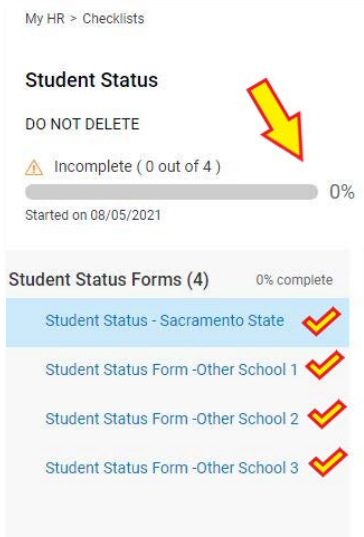
After the **Student Status Checklist** has been assigned, click on the notification badge in the upper right-hand corner of the home screen.



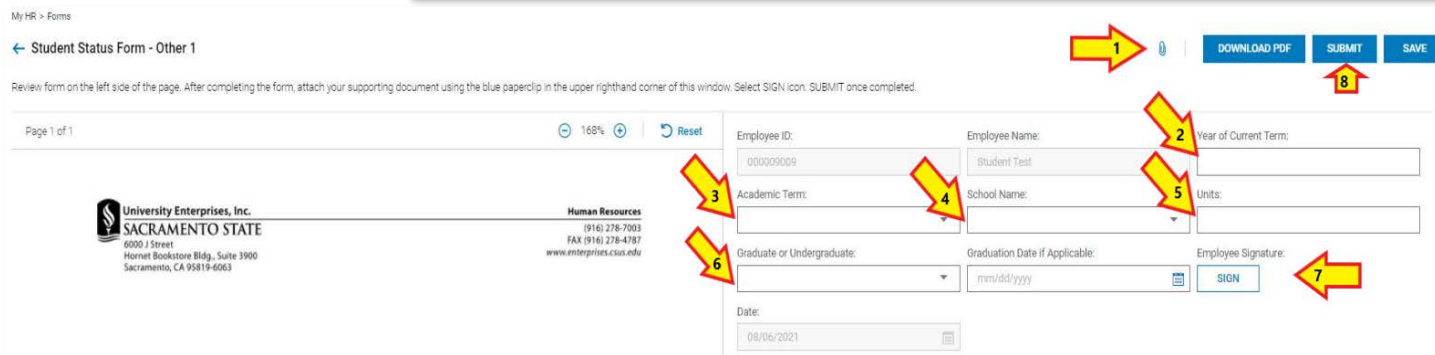
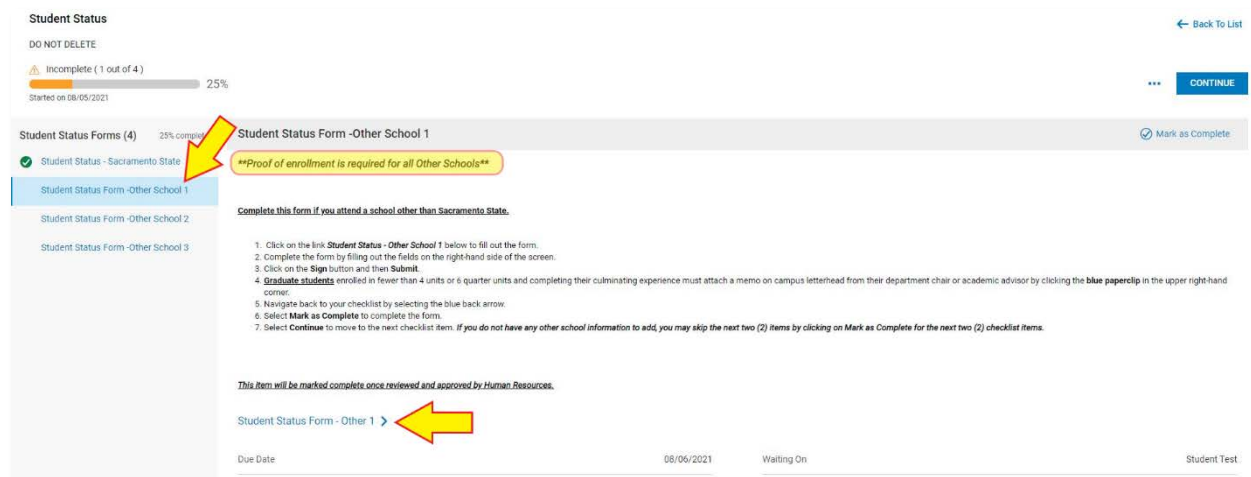
Click **My Checklists** tab, then click **Go To Checklist** in the lower right-hand corner





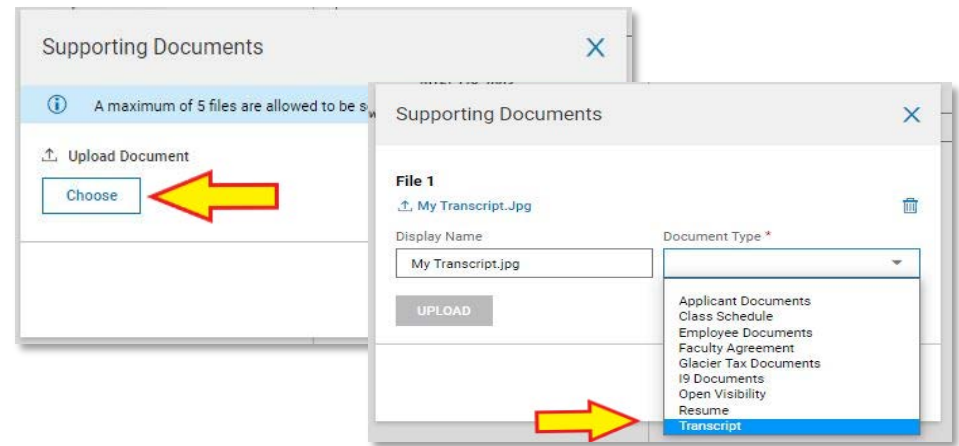
To complete the **Student Status Checklist**, please read the instructions and complete the four items in the checklist regardless of where you attend school. You may monitor your progress in the completion status bar

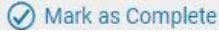



- **Sacramento State students**, only submit information if you are under enrolled and need to submit a thesis letter to justify your status. If this applies to you, UEI Human Resources will contact you to submit documentation.
- **Non-Sacramento State students**, please **skip** the first item, **Student Status – Sacramento State**, by selecting **Mark as Complete** in the upper right-hand corner and then click on the next item: **Student Status Form – Other School 1**. Please follow the numbered steps below, sign, and submit.
- **Recently graduated students**, please go to page 4 for instruction on how to report your graduation date.



- To attach proof of enrollment, click on the paperclip icon , choose your file, file type, click **upload**, **close**, and **submit**.
- The file(s) are attached when you see a paper clip icon with a red dot in the upper right-hand corner of the screen. 
- **Please note, proof of enrollment is required for all Non-Sacramento State schools. All file(s) need to contain the following: your name, school name, academic term, and number of units enrolled (waitlisted courses do not count).**



- If you attend multiple non-Sacramento State schools, please proceed to the next item(s), **Student Status Form – Other School 2** and **Student Status Form – Other School 3** if applicable and repeat the above steps. Please ensure you attach supporting documentation for each school.
- If you do not attend any other campuses, you may **skip** items by selecting  in the upper right-hand corner to fully complete the checklist.
- The checklist is considered 100% complete and submitted when **all four items are finalized**. If all the items are not complete, the checklist will not be submitted to Human Resources for review and will remain in your Inbox .

- **Recently graduated students**, please report enrollment details by entering your current enrollment (zero units), the current academic term, school name (if not Sacramento State), and your graduation date. Click **Mark as Complete** on all other checklist items that do not apply to fully complete the checklist and submit to Human Resources.

My HR > Forms

← Student Status Form

Review form on the left side of the page. If you are a graduate student enrolled in fewer than 4 units, attach a letter from your department chair or academic advisor using the blue paperclip in the upper righthand corner of this window. Select SIGN icon. SUBMIT once completed.

Page 1 of 1 168% Reset

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Human Resources  
(916) 278-7003  
FAX (916) 278-4787  
www.enterprises.csus.edu

Employee ID: 000009009 Employee Name: Student Test Year of Current Term:

Academic Term: Units: 0 Graduate or Undergraduate:

Graduation Date if Applicable: Employee Signature: SIGN Date: 08/09/2021

- **Under enrolled Sacramento State Students**, a separate **Thesis Letter Checklist** will be provided so that you may submit supporting documentation from your department chair. After a checklist has been assigned, click on the notification in the upper right-hand corner of the home screen. Click **My Checklists**, then **Go To Checklist** and follow the instructions to upload your document.

My To Do Items My Checklists

← My Checklists

Page 1 of 1 1 - 1 of 1 Rows

Thesis Letter  
Student Test  
Created Aug 9, 2021, 10:04 am  
0% complete

Thesis Letter  
For students that need to submit a thesis letter

ST Student Test (000009009)

Incomplete (0 out of 1) 0%

Started on Aug 9, 2021

Created Aug 9, 2021, 10:04 am

GO TO CHECKLIST

**Questions?** Contact UEI Human Resources at [uei-hr@csus.edu](mailto:uei-hr@csus.edu) or call (916) 278-7300.