DATES TO REMEMBER

May 23 – August 31, 2022
Students may work up to 40 hours per week, depending on the department’s policies, budget, and supervisor approval.

May 30, 2022
UEI offices closed for Memorial Day

May 31 – August 19, 2022
Summer phone hours: 7:30 a.m. - 4:00 p.m
Monday – Friday

July 4, 2022
UEI offices closed for Independence Day

August 16, 2022
UEI’s Status Form due for fall 2022.
If you don’t attend Sac State, you’re also required to upload your fall 2022 enrollment verification documentation. Instructions will be provided for completing a Student Status Form in UEIWorkforce when the forms are assigned in August.

Congratulations, 2022 Graduates!
Student assistants graduating in spring or summer 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 below. Please note, recent graduates are 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.

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 a FICA (Social Security and Medicare tax) exemption during the summer if you meet the following criteria:

• Enroll in at least one unit of the summer session at Sac State
• Work less than 30 hours per work week
Students eligible for this exemption aren’t required to take any action. Your summer enrollment status will be confirmed with Sac State admissions and records.

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 2022 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 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 assistants may need an official I-20 form from their school. Even if you changed schools, it’s important to inform UEI HR if you plan to work in the summer after graduation. If you have any questions, please contact International Student Services.

Graduated In: Date to Exit Program Semester School Date to Exit Program Quarter School

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<th>Graduated In</th>
<th>Date to Exit Program Semester School</th>
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<tr>
<td>FALL</td>
<td>03/31</td>
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<td>WINTER</td>
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<td>SPRING</td>
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<tr>
<td>SUMMER</td>
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We hope this newsletter finds you and your family safe and healthy. We appreciate all you do to support your departments and agencies. Please continue to take care and stay safe.

University Enterprises, Inc.
Human Resources
Hornet Bookstore Building
6000 J Street, Suite 3900
Sacramento, CA 95819-6063
(916) 278-7003
(916) 278-4787 Fax
uei-hr@csus.edu
enterprises.csus.edu/human-resources
students should submit their updated I-20 or Employment Authorization Card, if expired, to UEI HR.

**New recruitment features now available!**

UEIWorkforce now has even more functionality and current UEI employees can search and apply for open UEI jobs within the system. While logged in, simply go to the ‘My Career’ section located in the left-hand navigation bar and then ‘Search for Jobs’ to view open positions accepting applications. It’s that easy!

**National Intern Day is July 28, 2022**

National Intern Day was founded in 2017 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 during their time at UEI. Our hope is that you are learning new skills and gaining new insights about the industry you work in to succeed and thrive in life beyond college. To all UEI student interns, thank you for all you do! #internday

**Important Reminders**

- To minimize the spread of COVID-19, practice social distancing and don’t report to work if you are sick. **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**.
- 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**.
- 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 should begin before the 6th hour.
- Submit your timesheet at the end of each pay period.

*Please contact UEI HR if you have questions about your employment or the information provided in this newsletter at (916) 278-7003.*