Student Employment Authorization Process

Form and Instructions

Form and Instructions

Links to SEA forms and detailed instructions can be found on the CHR website under "Student Hiring"

Department coordinator/supervisor will complete and sign the SEA via Adobe Sign

SEA will be automatically routed for additional signatures if necessary (the number of signers will vary by department/division)

SEA will then automatically be routed to CHR and enter automated workflow process

We will review for pre-boarding and background check if necessary

Background Check

3.1.1.1 Protected Level 1 Information

Protected Level 1 information is information primarily protected by statutes, regulation, other legal obligation, or mandate. The CSU has identified standards regarding the disclosure of this type of information to parties outside the University and controls needed to protect the unauthorized access, modification, transmission, storage, or other use. Included in this level are:

- Passwords or credentials.
- PINs (Personal Identification Numbers).
- Private key (digital certificate).
- Name with credit card number. (Credit card number with expiration date and/or card verification code is also considered protected information.)
- Name with Tax ID.
- Name with government issued document numbers such as driver's license number, passport number, identification card number, immigration visa number, immigration card number, etc.
- Name with birth date combined with last four digits of SSN.
- Medical records related to an individual (including disability information).
- Psychological counseling records related to an individual.
- Name with bank account or debit card information with any required security code, access code, or password that would permit access to an individual's financial account.
- Name with personally identifiable information:
  - Mother's maiden name.
  - Employee net salary.
  - Employment history (including recruiting information).
  - Biometric information.

  - Electronic or digitized signatures.
  - Names of parents or other family member.
  - Birthplace (city, state, country).
  - Race and ethnicity.
  - Gender.
  - Marital status.
  - Personal characteristics.
  - Physical description.

- If a background check is required, department coordinators will be notified via email when it has been sent out

- Background checks are only required for students if:

  - Federal or state law requires it. You must cite the law requiring it.

  - Position accesses PL1 Data

  - Position requires contact with a minor

    - This requires both a live scan and a background check

    - Live scan forms can be found on SharePoint under CSU Background Check Policy

SEA Facts

- SEA forms cannot be processed with errors
  - Red ID number and student name must match Enrollment Services system (primary name on my.SDSU)
  - Position number, job code, and department ID must be correct
  - You will receive an error message and will need to re-submit the corrected SEA
  - If the start date is more than 90 days in the future or retroactive
  - Student email address must be @sdsu.edu

TIME SENSITIVE - Student Employment Authorization Form Error   Inbox ✕

no-replyCHR@sdsu.edu   ☆   ↩   ⋮   Wed, Apr 26, 9:57 AM (2 days ago)
to ▾

Due to an incorrect name or Red ID number, the Student Employment Authorization (SEA) form you submitted for Judy Student with Red ID (800000000) cannot be processed. You must submit a new SEA form with the corrected last name and/or Red ID number to process the student appointment.

The name must be entered exactly as it appears on the Red ID card.

As a reminder, students are not authorized to begin work until you receive an email notification from the Center for Human Resources stating that employment has been established and the student is eligible to work.

Should you have any questions, please contact the Center for Human Resources, Employment Services at extension 4-7901.

Preboarding Process

Pre-boarding Notification/CHR Processing

no-replyCHR@sdsu.edu   Wed, Apr 19, 10:30 AM (7 days ago)
to

Congratulations on your offer of employment! The Center for Human Resources will assist you with the next steps of the hiring process.

Federal and State law, and university policy mandate that certain pre-employment requirements be met prior to you beginning work. You are not authorized to work until you receive an email notification from the Center for Human Resources stating that your employment has been established and you are eligible to work.

You must take **two** steps to satisfy your pre-employment requirements:

1. Initiate New Hire Documents

For your ease and convenience, all new hire documents may be completed electronically using the encrypted Adobe Document Cloud. To initiate new hire documents, click the following link: SDSU Pre-boarding Packet. Also, please review SDSU Policies and Procedures. You will be asked to sign a letter acknowledging receipt of this information. After signing your new hire documents, you will receive a confirmation request via email with a link that you must click to confirm your electronic signature. Confirming your electronic signature will complete this step and route your documents to the Center for Human Resources.

2. Finalize Pre-Employment

Once you have completed your Preboarding packet, please email CHR@sdsu.edu. An HR Services team member will contact you to schedule a time for you to present documentation to establish your identity via a Zoom meeting. Please review the Form I-9 Acceptable Documents and be prepared to show them during your meeting.

You must complete the foregoing two steps.

Should you have any questions or concerns, please contact the Center for Human Resources:

- Virtual Front Desk: https://bfa.sdsu.edu/hr

- Email: CHR@sdsu.edu

- Phone: (619) 594-6404

► Reappointments will not be reviewed for pre-boarding and instead go to Payroll Services for processing

► Pre-boarding instructions are sent to both the department and the student

Pre-boarding Notification/CHR Processing

► Upon completing the electronic pre-boarding packet, the student must email chr@sdsu.edu to schedule a pre-boarding appointment

► CHR virtually reviews documents, electronically signs and submits pre-boarding packet and Form I-9 during Zoom appointment

► Documents import into imaging system and PeopleSoft

► Once reviewed and entered by Payroll Services, an "Action Complete" email is sent to the department

  ► Employee is able to work after receipt of this email

Noncitizen Employees

► Students without an SSN may contact CHR to request an employer letter and instructions for applying for a Social Security Number with SSA

  ► Departments may provide an offer letter or submit SEA prior to having the student contact CHR to obtain a letter for social security purposes

    ► Students will need to visit the International Student Center for a second letter before being able to visit the SSA to apply for an SSN

    ► Once the student has applied for an SSN, they can reach out to CHR to schedule their pre-boarding appointment

    ► No need to wait for SSN card to arrive
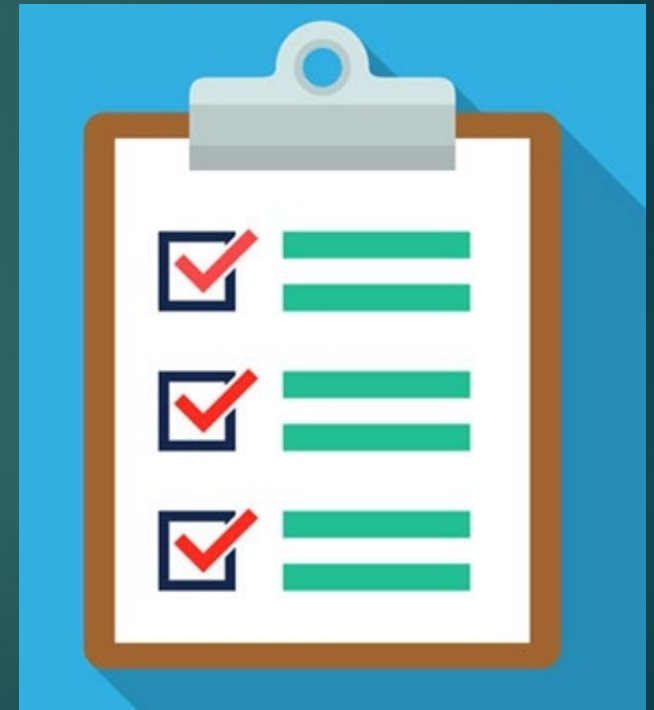
Noncitizen Employees

► After pre-boarding, an email from Sprintax will be sent to the student's SDSU email to complete Sprintax Calculus

► Employees can be authorized to work without a Social Security Number (SSN), as long as they have documents to satisfy work eligibility requirements (Form I-9) and a receipt from the Social Security Administration

► Payroll processing will not occur until HR receives the social security number
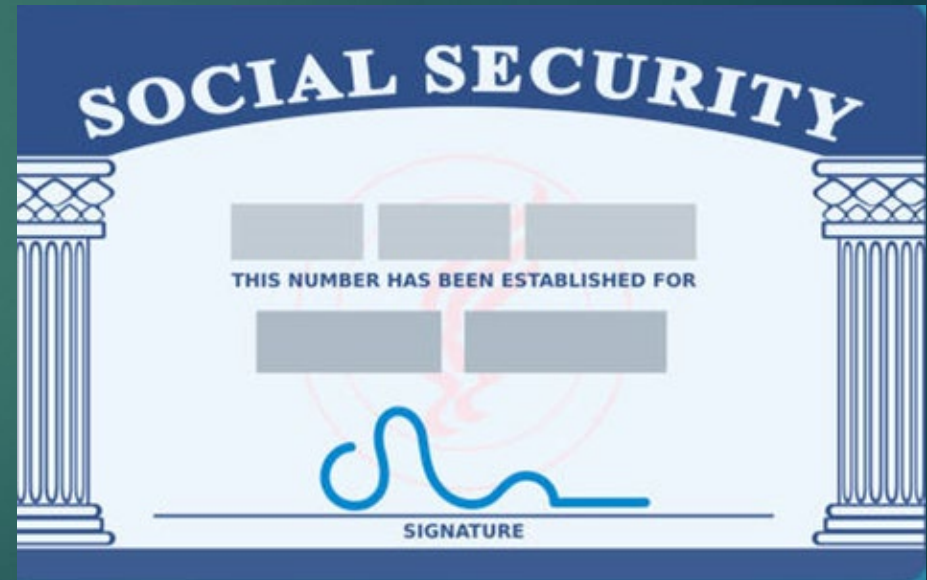
SEA Action Complete

- **<u>Authorization for a student to begin work comes from CHR via email</u>** to the "Reports to" supervisor, and department coordinator

- The "Signed and Filed" email from Adobe does **NOT** authorize a student to begin working

- Students should not work until this email is received

  - If students report completion of both pre-boarding steps and the authorization email has not been received within 5 business days, please contact Payroll

no-replyCHR@sdsu.edu
to   me ▾

The requested student appointment action has been processed. Please see below for details:

Appointment Action: New Appointment

Effective Date: 04/26/2023

Student Name: Joe Smith

Red ID Number: 800000000

Position Number: 100000000

Job Code: 1871

Dept. ID: 68006

Hourly Pay Rate: 16.00

Reports To Email:

Dept. Coordinator Email:

Div. Coordinator Email:

Fall Allocation: 0

Spring Allocation: 2500

Summer Allocation: 0

The above referenced student has satisfied all pre-employment requirements. Accordingly, this student is now eligible to work.

Payroll

Student Payroll Update and Reminders

Newly hired student assistants are <u>NOT</u> eligible to work until their department receives email confirmation that all pre-employment requirements have been met.

Important Dates:

May 4: last day graduating federal work study students can work

August 16: last day graduating seniors (non federal work study)

May 31: last day for all others with an active spring appointment

June 1: re-evaluate students summer status

Please verify your students' summer status and submit a

Student Employment Authorization Form

SEA can be found under Student Hiring on the CHR website

Time & Labor Reports:

Main Menu > Workforce Administration > SDSU Reports > TL Student Reported Hours

► T&L Reported Hours Report includes the following files:

View Log/Trace

Report

Report ID	639986	Process Instance	1012730	Message Log
Name	SDTL006	Process Type	SQR Report	
Run Status	Success		

TL Student Hourly Report

Distribution Details

Distribution Node HSDPRD   Expiration Date 08/04/2023

File List

Name	File Size (bytes)	Datetime Created
SDTL006_20230427_1_Summary.pdf	17,332	04/27/2023 11:10:27.738125AM PDT
SDTL006_20230427_2_Reported_Time_Detail.csv	174,007	04/27/2023 11:10:27.738125AM PDT
SDTL006_20230427_3_Future_Job_Transactions.csv	2,651	04/27/2023 11:10:27.738125AM PDT
SDTL006_20230427_4_Active_Positions_Data.csv	8,146	04/27/2023 11:10:27.738125AM PDT
SDTL006_20230427_5_Students_Exceed_20_Hours_20230129_20230304.csv	1,270	04/27/2023 11:10:27.738125AM PDT

► Step by Step instructions for running the T&L Student Reported Hours Report are available on SharePoint.

► Please contact your Payroll Technician for assistance.

Time & Labor Reports - Summary:

Main Menu > Workforce Administration > SDSU Reports > TL Student Reported Hours

► To assist with evaluating summer SEA Submission the T&L Reported Hours Report Summary includes the current appointment end date.

San Diego State University
Time and Labor Student Reported Hours

Report: SDTL006
Department: ▨▨▨▨▨

Page: 2 of 2
Pay Period End Date: 04/30/2022

RedID	EmplID-RCD Name	Position	Position Title	Deptid	Job Code	Hourly Rate	Total Hours	Calc Gross	Status	Pay Period End Date	Last Hire Date	Expected End Date	HR Status	Term Date	Approver Name
							Sub-Total 53.00	$ 848.00							
▨▨▨	▨▨▨▨▨	▨	ISA▨▨	46002	1150	▨	76.00	$1,216.00	Approved	04/30/2022	03/13/2022	05/31/2022	Active		▨▨▨
							Sub-Total 76.00	$1,216.00							
▨▨▨	▨▨▨▨▨	▨	SA▨	46002	1870	▨	40.00	$ 640.00	Approved	04/30/2022	03/18/2022	05/20/2022	Active		▨▨▨
							Sub-Total 40.00	$ 640.00							
▨▨▨	▨▨▨▨▨	▨	SA▨▨	46002	1870	▨	38.00	$ 570.00	Approved	04/30/2022	01/24/2022	05/31/2022	Active		▨▨▨
							Sub-Total 38.00	$ 570.00							
▨▨▨	▨▨▨▨▨	▨	SA▨	46002	1870	▨	64.00	$1,024.00	Approved	04/30/2022	03/16/2022	05/31/2022	Active		▨▨▨
							Sub-Total 64.00	$1,024.00							

Student Job Codes

1870 - Student Assistant
1871 - Student Trainee, On Campus Work Study
1872 - Student Trainee, Off Campus Work Study
1880 - Student Trainee, LAEP On-Campus Work Study
1881- Student Trainee, LAEP Off-Campus Work Study

1868 - Student - NonCitizen Student

1874 - Bridge Student Assistant
1875 - Bridge Student Trainee, On Campus Work Study
1876 - Bridge Student Trainee, Off Campus Work Study
1882 - Bridge Student Trainee, LAEP On-Campus Work Study
1883 - Bridge Student Trainee, LAEP Off-Campus Work Study

1150 - Instructional Student Assistant
1151 - Instructional Student Assistant, On Campus Work Study
1152 - Instructional Student Assistant - Off Campus
1153 - Instructional Student Assistant - Off Campus Work Study

Student Assistants
1870 (1871/1872 - FWS)

- ► Students taking at least 3 units in any summer session at <u>SDSU</u>.
- ► 1870: Submit an SEA effective 06/01/23 – 08/01/23.
- ► *NEW* If the non-federal work study student will also be enrolled for the academic year (AY) 23/24,the effective date should be 06/01/2023 – 05/30/2024.
- ► 1871/1872 FWS: Submit an SEA effective 06/01/23 - 7/31/23.

Summer Bridge
1874 (1875/1876 – FWS)

► Students that are not enrolled in summer classes with SDSU.

► Students enrolled in classes through Global Campus.

► Retirement (7.5%) and Medicare (1.45%) will be deducted.

► Submit SEA effective 06/01/23 – 08/01/23

  ► *Students that graduated in the spring may only work until 8/16/2023*

► 1875/1876 FWS: these students are subject to summer bridge rules.

  ► Submit SEA effective 06/01/23 - 07/31/23

Instructional Student Assistant (ISA) 1150/1152 (1151/1153 - FWS)

- Check the box on the SEA indicating whether your ISA is taking SDSU summer session classes.

- If not enrolled in summer classes, retirement (7.5%) and Medicare (1.45%) will be deducted.

- 1150: Submit SEA effective 06/01/23 – 08/01/23

- 1151/1153 FWS: Submit SEA effective 06/01/23 - 07/31/23

Noncitizen
1868

- Are not subject to the summer bridge rules
- Submit SEA effective 06/01/23 – 08/01/23

Work Schedule/Status:

- ► Per CSU policy, student employees are **NOT** authorized to work overtime.

- ► Bridge students can work 40 hours per week, all others can work 20 hours while classes are in session. Otherwise, they can work up to 40 hours.

- ► Please make sure your student employees are not working more hours than are allowed during the week/month.

Newly Hired non-FWS students

May <u>not</u> begin working prior to **August 02, 2023** for the fall 2023 semester.

Concurrent Positions

➤ Due to different classification and qualification standards, student assistants may <u>not</u> work concurrently in the same department outside of a student classification (i.e. 1150, 2355, 2354 etc).

  ➤ In the event of an audit we would need to show that these positions are separate with different job responsibilities.

Pay Rate Change
Position number change

► The effective date will always be the first day of the pay period.

► When processing a position number change, please submit a termination form for the old position AND submit a new form for the new position.

Submitting a Termination SEA

► Approve reported student hours.

► Submit the termination SEA.

► Notify the Payroll Technician of total hours worked up to separation.

It is critical to complete these steps so that the final paycheck can be issued on time.

Students that have resigned must receive their pay within 72 hours from the resignation date.

Dismissed students must receive their pay on their last day.

Per California Labor Codes 201 & 202.

Quick Recap

- Students enrolled in 3+ units in ANY summer session are 1870 for the entire summer.
- Submit Termination SEAs as soon as possible and notify the payroll tech.
  - End of appointment **does not** require termination SEA.
- Students enrolled in thesis course 799 (A, B ,or C) are eligible to work.
  - These SEAs will error and require manual routing.
  - If an SEA returns with an error and the student is enrolled ONLY in course 799, please contact payroll to verify this information. Once verified payroll will request for the SEA to be routed forward.
- Students working for different supervisors (same position # and pay rate) submit only one SEA.
- Minimum wage changes are processed by mass update. Do not submit an SEA.

Federal Work Study

Where to Go & How to Get Started Hiring FWS Students

From the Center for Human Resources website

Click on Student Hiring

Click **SDSU Student Employment Handbook**

Scroll for a step by step hiring process

https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/Student-Hiring.aspx

click here

Hiring a Student

Step 1	Hiring Department identifies hiring need for a student assistant.
Need for Student Position Identified by Department	If necessary, request a new position number by submitting a Position Action Request (PAR) through Budget & Finance.
Step 2	Determine type of student employment:
Determine Type of Student Assistant Needed	• Student Assistant/NRA Student Assistant (Non-Work Study) • Work Study9 • Instructional Student Assistant *See Student Classifications*

# Department and Student Allocations

THERE ARE TWO ALLOCATIONS YOU WILL MONITOR

First - FWS budgeted to your department from your Division

Second - the student's FWS award in their financial aid package

NOTE:

In the Fall Semester students cannot earn more than their fall award. However, in the Spring Semester, students can earn any amount of unused Fall award.

AWARD LIMIT $5000 OR LESS
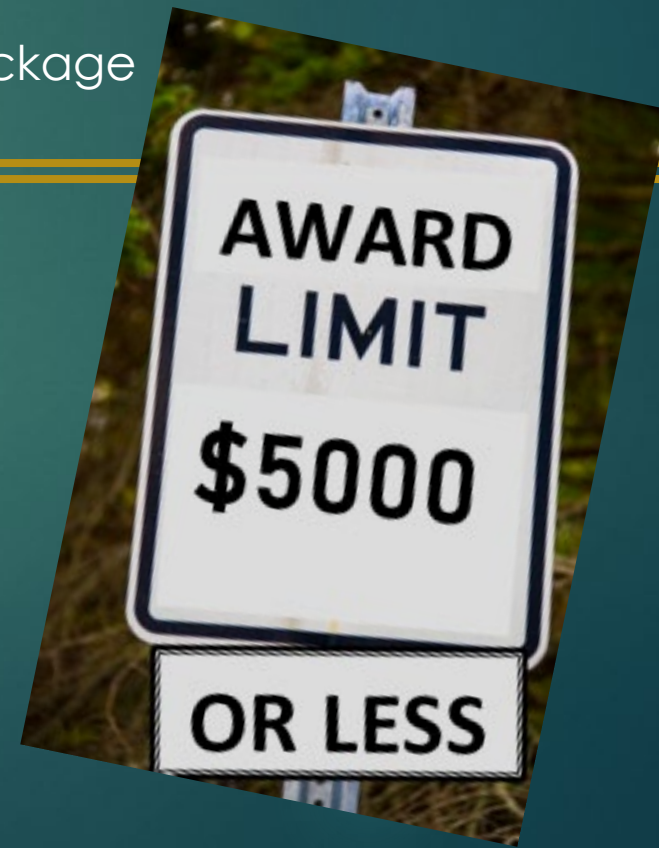
Monitoring Earnings

◎ Run the TL Allocation report to check balances monthly and more often near the end of a term

◎ The "Nearing Earning Limit" message will appear when the student is within $700 of their limit

◎ Have the student check with OFAS to see if the FWS award can be increased

Report Date: 05/10/2022				San Diego State University				Division: Academic Affairs	
Report: SDTL009				Time and Labor Work Study Student Allocation Summary				Page: 1 of 127	
				Reported Hours from 06/01/2021 to 05/10/2022					

RedID	EmpID	Name	Pos. Nbr	Deptid	Semester	Student Allocation	Hours	Rate	Calc Gross	Remaining Amount	Notes
800100200	100200300	Johnny Onthespot			Summer 2021	$ 0.00			$ 0.00	$ 0.00	
							165.00	$15.00	$2,475.00		
					Fall 2021	$2,500.00	165.00		$2,475.00	$25.	Nearing Earning Limit
							132.00	$15.00	$1,980.00		
					Spring 2022	$2,500.00	132.00		$1,980.00	$520.	
					Employee Total	$5,000.00	297.00		$4,455.00	$545.	Nearing Earning Limit
800300400	100500600	Sally Hardworker			Summer 2021	$ 0.00			$ 0.00	$ 0.	
							180.90	$14.00	$2,532.60		
					Fall 2021	$2,500.00	180.90		$2,532.60	$-32.	Exceeded Term Award
							301.10	$15.00	$4,516.50		
					Spring 2022	$4,500.00	301.10		$4,516.50	$-16.	
					Employee Total	$7,000.00	482.00		$7,049.10	$-49.	Exceeded Total AY (see appendix)

SLOW DOWN
AWARD LIMIT
AHEAD

Monitoring Earnings

We would suggest creating a spreadsheet to track hours & award balances and to estimate student's earnings

Tips for Staying w/in FWS Award Limits

	1	2
	Inform students on how many hours they have available to work	**Provide student with way to track** their monthly hours
	3	**4**
	Have students **enter hours each day** they work	**Supervisors, before approving hours, check** the student's hourly **balances**. Move hours that exceed the students financial aid award

Formulas

⇨

Career Services for All Student Job Postings

If you haven't had a chance to set up a **Handshake** account for your area, no problem…

sdsu.joinhandshake.com

◎ Handshake allows you to post and take down your customized FWS Job descriptions

◎ You can review, sort, download lists and respond to applicants in Handshake

◎ Add "Federal Work Study" to the title to make it easier for students to find your job posting

◎ Patricia Nieves is the Career Services contact for questions regarding Handshake. As a backup you are welcome to also contact Dannie Schwarz at ddschwarz@sdsu.edu

Summer 2023 - FWS Hiring

Announcement:

Starting Summer 2023 FWS summer appointment dates will change. The change is based on calendar dates, and will remain the same every year

Summer appointments will run from June 1 – July 31

Fall term appointments will run from August 1 – December 31

1. OFAS will start to process Summer SEAs earlier in the month of May, date TBD

However, keep in mind that once spring grades have posted we may find that some students are not eligible for summer aid, FWS included. We will notify departments

2. For now, the Summer SEA will open Monday, May 15th
We will send FWS Coordinators notification of date changes

3. WE HIGHLY SUGGEST that departments appoint students on both a non-FWS position as well as a FWS position, submitting the non-FWS SEA first

Academic Year vs. Summer FWS SEA

Awarding Summer FWS

◎ Departments submit SEAs first, then FWS awards are determined

◎ Student must have both the 2022-23 and the 2023-24 FAFSAs completed with no incomplete financial aid items on the student's "To Do" tile in their my.SDSU account

◎ Students can be enrolled or not enrolled in summer courses

…more on enrollment…

Students Enrolled or Not Enrolled

IF A STUDENT *IS* ENROLLED IN SUMMER COURSES

◎ OFAS will determine what remaining summer eligibility the student has after grants and loans are awarded

IF A STUDENT *IS NOT* ENROLLED IN SUMMER COURSES

◎ If the student earned their maximum amount of FWS in 2022-23 they will not qualify for FWS in summer, if they are not enrolled

NOTE: A portion of what the student earns in summer will be added to the fall package, possibly reducing their fall loans or FWS

FWS Start and End Dates for the Year

◎ May 15 - Summer SEA is available

◎ July 17 - Fall SEA is available

◎ <u>Please remember: Students cannot begin working until the department receives a CHR email stating that work can commence</u>

	SPRING 2023	SUMMER 2023	FALL 2023	SPRING 2024
START DATES				
	Past	June 1	August 1 for students that were enrolled Spring or Summer 2023 August 21 for new-to-SDSU students that were not enrolled prior to Fall term	January 1
END DATES				
Continuing Students	May 31	July 31	December 31	May 31
Graduating Students	May 4	The last day of classes of the student's last summer course	December 11	May 2

Service Area Contact Information

HR Services
(619) 594- 6404
chr@sdsu.edu

Payroll Services
(619) 594-5251
chr.payroll@sdsu.edu

Federal Work Study
workstudy@sdsu.edu

Questions?