Student Employment Authorization Process
Form and Instructions

**Student Employment Authorization Form**

**Student Information**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Department/Position Information**

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Position Number</th>
<th>Classification</th>
<th>Hourly Rate</th>
<th>EXPECTED HOUR/WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Select</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Supervisor Information**

<table>
<thead>
<tr>
<th>Supervisor Name</th>
<th>Supervisor Email</th>
</tr>
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<tbody>
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</tbody>
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**Position Information**

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<tbody>
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<td>Select</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Authorization**

<table>
<thead>
<tr>
<th>Authorizing Department Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Background Check Policy**

For sensitive positions, a background check must be completed before an appointment is finalized and before an individual begins work within the position. For more information on sensitive positions, please review the CSU background check policy. Check only one box below:

- Federal or state law requires a background check. Cite applicable law.
- Position requires regular access to protected level 1 information. Please review SDSU Security Plan H-1 Information.
- Position requires direct contact with minor children at CSU-hosted recreational camps. Live Scan fingerprinting is required.
- Position work is not sensitive.

**References**

- Click here to sign

**SEA**
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.
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

no-replyCHR@sdsu.edu

Due to an incorrect name or Red ID number, the Student Employment Authorization (SEA) form you submitted for July Student with Red ID (000000000) 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 they 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 4-7801.
Preboarding Process
Pre-boarding Notification/CHR Processing

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.

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
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

- **Authorization for a student to begin work comes from CHR via email** 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
Payroll

Student Payroll Update and Reminders
Newly hired student assistants are **NOT** 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
T&L Reported Hours Report includes the following files:

- Step by Step instructions for running the T&L Student Reported Hours Report are available on SharePoint.
- Please contact your Payroll Technician for assistance.
To assist with evaluating summer SEA Submission, the T&L Reported Hours Report Summary includes the current appointment end date.
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 SDSU.
- 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 not begin working prior to **August 02, 2023** for the fall 2023 semester.
Concurrent Positions

Due to different classification and qualification standards, student assistants may not 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.
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.

**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.
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

<table>
<thead>
<tr>
<th>Hiring a Student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
</tr>
<tr>
<td>Need for Student Position Identified by Department</td>
</tr>
<tr>
<td>Hiring Department identifies hiring need for a student assistant. If necessary, request a new position number by submitting a <a href="https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/Student-Hiring.aspx">Position Action Request (PAR)</a> through <a href="https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/Student-Hiring.aspx">Budget &amp; Finance</a>.</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
</tr>
<tr>
<td>Determine Type of Student Assistant Needed</td>
</tr>
<tr>
<td>Determine type of student employment:</td>
</tr>
<tr>
<td>• Student Assistant/NRA Student Assistant (Non-Work Study)</td>
</tr>
<tr>
<td>• Work Study</td>
</tr>
<tr>
<td>• Instructional Student Assistant</td>
</tr>
<tr>
<td>See <a href="https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/Student-Hiring.aspx">Student Classifications</a></td>
</tr>
</tbody>
</table>
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.
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
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. Inform students on how many hours they have available to work.
2. Provide student with way to track their monthly hours.
3. Have students enter hours each day they work.
4. Supervisors, before approving hours, check the student’s hourly balances. Move hours that exceed the students financial aid award.

Formulas:

-Jake, below is a record of hours you have available to work in your FWS job this Spring semester.
-Enter your total number of hours each month.

<table>
<thead>
<tr>
<th></th>
<th>Fall Award</th>
<th>Fall Award Divided by Hourly Wage</th>
<th>Total Hours Available to Work for the Semester</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Hours Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2,500</td>
<td>156</td>
<td>36</td>
<td>60</td>
<td>60</td>
<td>30</td>
<td></td>
<td></td>
<td>6.25</td>
</tr>
<tr>
<td>4</td>
<td>J. Musgrove</td>
<td>=B4/C1</td>
<td>=E4-D4-F4-G4-H4-I4-H4-J4</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

-Number of Hours Worked So Far

-Jake, below is a record of hours you have available to work in your FWS job this Spring semester.
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</tr>
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-Number of Hours Worked So Far
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

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.

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
# Academic Year vs. Summer FWS SEA

**Student Employment Authorization Form**

**San Diego State University**

**Appointment Action**
- New Appointment
- Reappointment
- Additional Position
- Pay Rate Change
- Position Number Change (Funding Related)
- Termination

**Position Information**
- Position Number: 10002385
- Position Title: Student Liaison
- FWS Job Title: Student Liaison
- **Estimated Summer Earnings:**
  - June $ 690
  - July $ 690
  - August $ 545

**Student Information**
- Last Name: [Redacted]
- First Name: [Redacted]
- ID#: [Redacted]
- Email Address: [Redacted]
- Phone #: [Redacted]

**Department/Position Information**
- **Class:** 1871 Student Trainee, On-Campus
- **Classification:** 1871 Student Trainee, On-Campus
- **Department Name:** Office of Financial Aid & Scholarships
- **Division:** Student Affairs
- **Supervisor:** Marisela Cruz
- **Dept. Coordinator:** Marisela Cruz
- **FWS Job Title:** Student Liaison

**Student Employment Authorization Form**

**San Diego State University**

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- **Division:** Student Affairs
- **Supervisor:** Marisela Cruz
- **Dept. Coordinator:** Marisela Cruz
- **FWS Job Title:** Student Liaison

**Expected End Date:** 6/21/2018

**Flexibility:**
- On-Campus [ ]
- Off-Campus [ ]

**Effective Date:** 6/27/2018

**Regular Allocation:**
- $ 2,045

**Estimated Total Earnings:**
- June $ 690
- July $ 690
- August $ 545
Awards 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
- Please remember: Students cannot begin working until the department receives a CHR email stating that work can commence

<table>
<thead>
<tr>
<th>START DATES</th>
<th>SPRING 2023</th>
<th>SUMMER 2023</th>
<th>FALL 2023</th>
<th>SPRING 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Past</td>
<td>June 1</td>
<td>August 1 for students that were enrolled Spring or Summer 2023</td>
<td>January 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>August 21 for new-to-SDSU students that were not enrolled prior to Fall term</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>END DATES</th>
<th>SPRING 2023</th>
<th>SUMMER 2023</th>
<th>FALL 2023</th>
<th>SPRING 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Students</td>
<td>May 31</td>
<td>July 31</td>
<td>December 31</td>
<td>May 31</td>
</tr>
<tr>
<td>Graduating Students</td>
<td>May 4</td>
<td>The last day of classes of the student’s last summer course</td>
<td>December 11</td>
<td>May 2</td>
</tr>
</tbody>
</table>
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?