



Student Employment Authorization (SEA) Process

Form and Instructions

Start

SDSU

San Diego State University

STUDENT EMPLOYMENT AUTHORIZATION FORM

☐ New Appointment

☐ Reappointment

☐ Additional Position

☐ Pay Rate Change

☐ Position Number Change (Funding Related)

☐ Termination

Position number or pay rate changes can only be effective on the first day of the pay period. For position number change, enter current position number:

Student Information

Last Name:

First Name:

Red ID #:

E-mail Address:
(This must be the student's SDSU email address)

Phone #:

Department/Position Information

Desired Effective Date:
(Students may not begin working until HR approval is received by Supervisor/Coordinator)

Expected End Date:

Position Number:

Applicable for Summer Appointments Only:
☐ Check box if Student is taking at least 3 units at SDSU

Classification:

Hourly Rate:

Expected Hours/Week:

Department Name:

Dept. ID:

Division:

Supervisor Name:

Supervisor Email:

Dept. Coordinator:

Dept. Coordinator Email:

Sensitive Position Test

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-PL 1 Information](#).

☐ Position requires direct contact with minor children at CSU-hosted recreational camps. *Live Scan fingerprinting is required.*
The term "recreational" includes, but is not limited to, sports, dance, academic, and other recreational camps or clinics for minor children hosted by the CSU.

☐ Position work is not sensitive.

Authorization

Authorizing Department Signature

Date

Nov 30, 2023

SEA

Start

SDSU

San Diego State University

STUDENT EMPLOYMENT AUTHORIZATION FORM
FEDERAL WORK STUDY

☐ Academic Year (Fall and/or Spring)

☐ Summer (6/1 - 7/31)

Position number or pay rate changes can only be effective on the first day of the pay period. For position number change, enter current position number:

Appointment Action

☐ New Appointment

☐ Reappointment

☐ Additional Position

☐ Pay Rate Change

☐ Position Number Change (Funding Related)

☐ Termination

Student Information

Last Name:

First Name:

Red ID #:

E-mail Address:
(This must be the student's SDSU email address)

Phone #:

Department/Position Information

Desired Effective Date:
(Students may not begin working until HR approval is received by Supervisor/Coordinator)

Expected End Date:

Position Number:

Where will the student live from June 1 to July 31?
(Summer Appointment) With Parents Off Campus

Classification:

Hourly Rate:

Expected Hours/Week:

Department Name:

Dept. ID:

Division:

Supervisor Name:

Supervisor Email:

Dept. Coordinator:

Dept. Coordinator Email:

Estimated Summer Earnings: June \$ July \$

Sensitive Position Test

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Authorization

Authorizing Department Signature

Date

Division Coordinator Signature

Date

Nov 30, 2...

SEA (FWS)

Form and Instructions

▶ <https://hr.sdsu.edu/>

 San Diego State University

PeopleSoft HCM Careers @ SDSU Virtual Front Desk

 MENU



Employment Information >

- Position Classification
- Employee Self-Service **
- Employment Verification

**Login Required



Payroll Information >

- Payroll Calendar
- Cal Employee Connect
- Payroll Technicians
- Direct Deposit



Resources

- Work/Life Resources
- Student Employment
- Student Time and Labor



Form and Instructions

Links to SEA forms and detailed instructions can be found on the CHR website under "[Student Employment](#)"

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

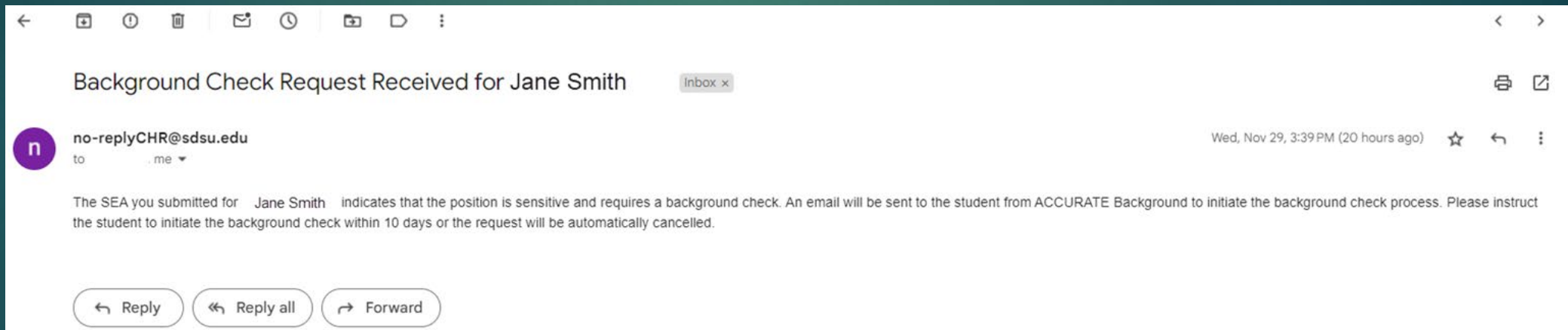
Protected Level 1 information is information primarily protected by statutes, regulation, other legal obligation, or mandate. The CSU has identified standards regarding the disclosure of this type of information to parties outside the University and controls needed to protect the unauthorized access,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

Background Check

- ▶ Background check notifications
 - ▶ Only department is notified when the background check has been sent out and when it is cleared
 - ▶ Background checks will expire after 10 days if the student does not take action



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 45 days retroactive
 - ▶ The student must complete pre-boarding within 60 days of the desired effective date, otherwise the SEA will be deleted
 - ▶ Student email address must be @sdsu.edu

TIME SENSITIVE - Student Employment Authorization Form Error Inbox x



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.



Pre-boarding Process

Pre-boarding Notification/CHR Processing

SDSU Pre-employment Requirements for Jane Smith

Inbox x

no-replyCHR@sdsu.edu

to

Nov 29, 2023, 3:51 PM (21 hours ago)



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 person meeting. Please review the [Form I-9 Acceptable Documents](#) and be prepared to show them during your meeting.

Imperial Valley students: please contact the IV Administration Office via email at ivbusinessservices@sdsu.edu or via phone at (760) 768-5670.

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

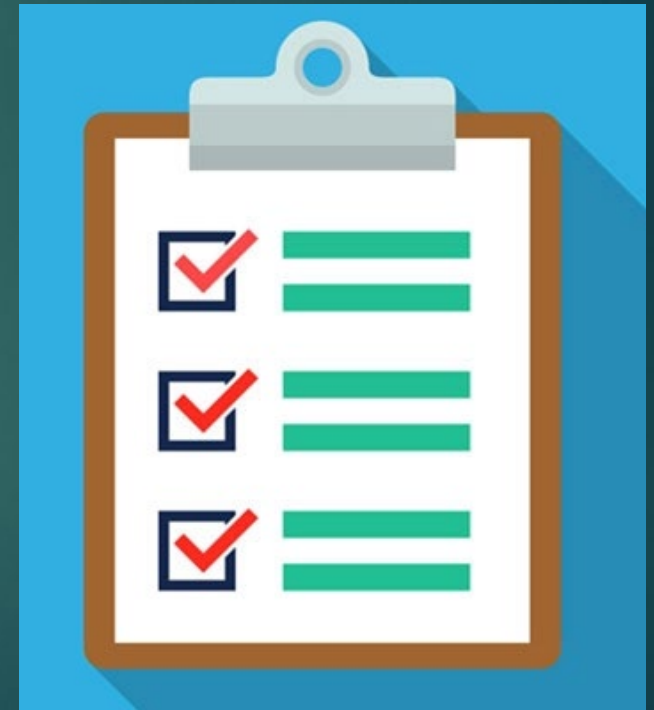
Pre-boarding Notification/CHR Processing

- ▶ Upon completing the electronic pre-boarding packet, the student must email chr@sdsu.edu to schedule a pre-boarding appointment
- ▶ CHR reviews documents, signs and submits pre-boarding packet and Form I-9 during **in-person 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



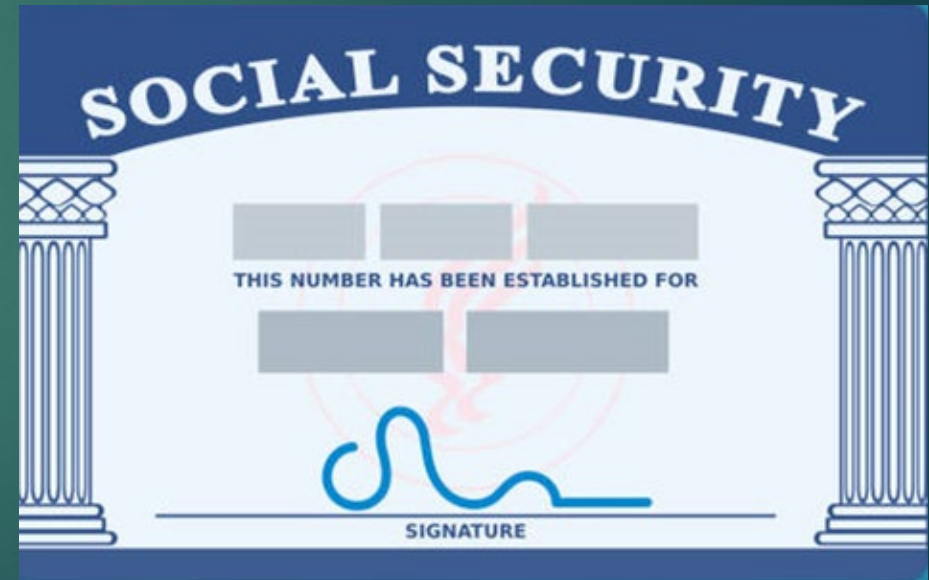
Noncitizen Employees

- ▶ Students without an SSN may visit 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 **in-person 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

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 NOT eligible to work until their department receives email confirmation that all pre-employment requirements have been met.



Important Dates:

December 11: last day graduating federal work study students can work

December 29: last day graduating seniors (non-federal work study)

December 31: last day for all other students

April/May 2024: re-evaluate students for summer





Please verify your students' spring 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 spring SEA Submission the TL Reported Hours Report Summary includes the current appointment end date.

San Diego State University																
Time and Labor Student Reported Hours																
Report: SDTL006												Page: 11 of 12				
Department: ██████████												Pay Period End Date: 11/30/2023				
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
██████████			██████████	NRA	██████████	1868	██████████	3.50	\$ 66.50	Approved	11/30/2023	11/27/2023	05/30/2024	Active		██████████
								Sub-Total	3.50	\$ 66.50						
██████████			██████████	SA	██████████	1870	██████████	31.00	\$ 589.00	Approved	11/30/2023	08/02/2023	12/31/2023	Active		██████████
								Sub-Total	31.00	\$ 589.00						
██████████			██████████	SA	██████████	1870	██████████	8.50	\$ 161.50	Approved	11/30/2023	11/28/2023	05/30/2024	Active		██████████
								Sub-Total	8.50	\$ 161.50						
██████████			██████████	SA	██████████	1870	██████████	8.50	\$ 161.50	Approved	11/30/2023	11/27/2023	05/30/2024	Active		██████████
								Sub-Total	8.50	\$ 161.50						

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 at SDSU.
- ▶ Desired effective date for continuing students will be 01/01/24 – 05/30/24.
- ▶ Otherwise desired effective dates will vary - 05/30/24.
- ▶ *NOTE* If the non-federal work study student was hired for the academic year (AY) 23/24, please **do not** submit a spring SEA.
- ▶ Please be advised in 2024, 05/31 is the first day of the June pay period.
- ▶ 1871/1872 FWS: Desired effective date for cont. students 01/01/24 - 05/30/24.

Bridge Student Assistant 1874

- ▶ Students that graduated in fall/23 and are not enrolled in spring/24 classes with SDSU.
- ▶ You will receive a rejection email for bridge SEA's. Please forward the rejection email to chr.hris@sdsu.edu for graduation verification & to manually route forward the SEA.
- ▶ Retirement (7.5%) and Medicare (1.45%) will be deducted.
- ▶ Desired effective date for continuing students will be 01/01/24 – 05/30/24.
- ▶ Otherwise desired effective dates will vary - 05/30/24.

Instructional Student Assistant (ISA)

1150/1152 (1151/1153 - FWS)

- ▶ Desired effective date for continuing students will be 01/01/24 – 05/30/24.
- ▶ Otherwise desired effective dates will vary - 05/30/24.
- ▶ 1151/1153 FWS: Submit SEA effective 01/01/24 – 05/30/24.

Noncitizen Student Assistant 1868

- ▶ All Noncitizen Student Assistants (excluding DACA) need to register for Sprintax Calculus as a pre-boarding requirement.
- ▶ Desired effective date for continuing students will be 01/01/24 – 05/30/24.
- ▶ Otherwise desired effective dates will vary - 05/30/24.

Work Schedule:

- ▶ 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 during winter/spring break(s).
- ▶ Please make sure your student employees are not working more hours than are allowed during the week/month. If the student is working in multiple positions, it is their responsibility to track their hours accordingly.
 - T&L Reported Hours Report > **Students_Exceed_20_Hours**

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, 2325, 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.
- ▶ Minimum wage changes are processed by mass update. **Do not** submit an SEA.
- ▶ Do not use a Position Number Change SEA action when changing student classifications. i.e., 1874 to 1870
- ▶ Position Number Changes are used specifically for funding purposes, in the same classification.

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* Click here to sign			Apr 10, 2023																																																																																

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.

SDSU San Diego State University		STUDENT EMPLOYMENT AUTHORIZATION FORM	
Appointment Action			
☐	New Appointment		
☐	Reappointment		
☐	Additional Position		
☐	Pay Rate Change	Position number or pay rate changes can only be effective on the first day of the pay period. For position number change, enter current position number: _____	
☐	Position Number Change (Funding Related)		
☒	Termination		
Student Information			
Last Name: * Doe		First Name: * Jane	Red ID #: * 823123456
E-mail Address: * jdoe1234@sdsu.edu (This must be the student's SDSU email address)			Phone #: *
Department/Position Information			
Desired Effective Date: * 11/15/2023 (Students may not begin working until HR approval is received by Supervisor/Coordinator)		Expected End Date: *	
Position Number: * 10001001		Applicable for Summer Appointments Only: ☐ Check box if Student is taking at least 3 units at SDSU	
Classification: * Select 1870 Student Assistant		Hourly Rate: *	Expected Hours/Week: *
Department Name: * Human Resources		Dept. ID: *	Division: * Select...
Supervisor Name: * Tinker Bell		Supervisor Email: * tbell@sdsu.edu	
Dept. Coordinator: * Peter Pan		Dept. Coordinator Email: * ppan@sdsu.edu	
Sensitive Position Test			
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-PL 1 Information .			
☐ Position requires direct contact with minor children at CSU-hosted recreational camps. Live Scan fingerprinting is required. The term "recreational" includes, but is not limited to, sports, dance, academic, and other recreational camps or clinics for minor children hosted by the CSU.			
☐ Position work is not sensitive.			
Authorization			
Authorizing Department Signature			Date
* Click here to sign			Apr 10, 2023

Quick Reminders

- ▶ End of appointment **does not** require a termination SEA.
- ▶ Students working for different supervisors (same position # and pay rate) submit only **one** SEA.
- ▶ Position change should only be selected if the effective date is the first day of the pay period **and** the student classification is the same.
- ▶ Minimum wage changes are processed by mass update. **Do not** submit an SEA.



Federal Work Study & The New Learning-Aligned Employment Program

What is the Learning-Aligned Employment Program (LAEP)?

- ❑ LAEP is a new California Student Aid Commission-funded program available to interested departments that can provide students with a research internship in alignment with the student's area of study
- ❑ Career Services will host an information session for any interested campus departments.
The session will take place this Friday, December 8th at 12:00 p.m., Zoom ID Link: [86542464914](#)
- ❑ LAEP is similar to FWS. Interested and approved departments will be allocated funds to hire students and students will have a LAEP award on their financial aid package
- ❑ The hiring process will proceed in the same manner as FWS and the tracking of student earnings is now available on the TL Allocation Report

Join us tomorrow for more information...

Where to Go & How to Get Started Hiring FWS & LAEP Students

From the Center for Human Resources website:

Click on Student Employment

View a step by step hiring process in the SDSU Student Employment Handbook

Access the Student Employment Authorization (SEA) form by selecting Hire a Federal Work Study Student

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

Academic Year & Summer FWS / LAEP SEA

There is one SEA used to hire both a FWS or a LAEP student

The class codes for both FWS and LAEP positions are listed in the Classification pull down

SDSU San Diego State University

**STUDENT EMPLOYMENT AUTHORIZATION FORM
FEDERAL WORK STUDY**

☐ Academic Year (Fall and/or Spring)
☐ Summer (6/1 - 7/31)

Appointment Action

☐ New Appointment
☐ Reappointment
☐ Additional Position
☐ Pay Rate Change
☐ Position Number Change (Funding Related)
☐ Termination

Position number or pay rate changes can only be effective on the first day of the pay period. For position number change, enter current position number: _____

Student Information

Last Name: * _____ First Name: * _____ Red ID #: * _____
E-mail Address: * _____ (This must be the student's SDSU email address) Phone #: * _____

Department/Position Information

Desired Effective Date: * _____ (Students may not begin working until HR approval is received by Supervisor/Coordinator) Expected End Date: * _____

Position Number: * _____ Where will the student live from June 1 to July 31? (Summer Appointment) ☐ With Parents ☐ Off Campus

Classification: * 1871 Student Trainee, On-Campus Hourly Rate: * _____ Expected Hours/Week: * _____

Department Name: * _____ Dept. ID: * _____ Division: * Academic Affairs

Supervisor Name: * _____ Supervisor Email: * _____

Dept. Coordinator: * _____ Dept. Coordinator Email: * _____

FWS/LAEP Job Title: * _____

Estimated Summer Earnings: June \$ * _____ July \$ * _____

Sensitive Position Test
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 [SDSU 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-PL 1 Information](#).
☐ Position requires direct contact with minor children at CSU-hosted recreational camps. *Live Scan fingerprinting is required.*
The term "recreational" includes, but is not limited to, sports, dance, academic, and other recreational camps or clinics for minor children hosted by the CSU.
☐ Position work is not sensitive.

Authorization

Authorizing Department Signature	Date	Division Coordinator Signature	Date
* Click here to sign	Nov 30, 2...		

SEA (FWS)

Zoom out

One SEA for year-round employment. Selecting the term will determine which fields will need to be completed

Academic Year & Summer FWS / LAEP SEA

There is one SEA used to hire both a FWS or a LAEP student

The class codes for both FWS and LAEP positions are listed in the Classification pull down

SDSU San Diego State University

**STUDENT EMPLOYMENT AUTHORIZATION FORM
FEDERAL WORK STUDY**

☐ Academic Year (Fall and/or Spring)
☐ Summer (6/1 - 7/31)

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☐ Additional Position
☐ Pay Rate Change
☐ Position Number Change (Funding Related)
☐ Termination

Position number or pay rate changes can only be effective on the first day of the pay period. For position number change, enter current position number: _____

Student Information

Last Name: * _____ First Name: * _____ Red ID #: * _____
E-mail Address: * _____ (This must be the student's SDSU email address) Phone #: * _____

Department/Position Information

Desired Effective Date: * _____ (Students may not begin working until HR approval is received by Supervisor/Coordinator) Expected End Date: * _____

Position Number: * _____ Where will the student live from June 1 to July 31? (Summer Appointment) ☐ With Parents ☐ Off Campus

Classification: * 1871 Student Trainee, On-Campus Hourly Rate: * _____ Expected Hours/Week: * _____

Department Name: * _____ Dept. ID: * _____ Division: * Academic Affairs

Supervisor Name: * _____ Supervisor Email: * _____

Dept. Coordinator: * _____ Dept. Coordinator Email: * _____

FWS/LAEP Job Title: * _____

Estimated Summer Earnings: June \$ * _____ July \$ * _____

Sensitive Position Test
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Authorization

Authorizing Department Signature	Date	Division Coordinator Signature	Date
* Click here to sign	Nov 30, 2...		

SEA (FWS)

Zoom out

One SEA for year-round employment. Selecting the term will determine which fields will need to be completed

Department and Student Allocations

THERE ARE TWO ALLOCATIONS YOU WILL MONITOR

First – FWS/LAEP budgeted to your department from your Division

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

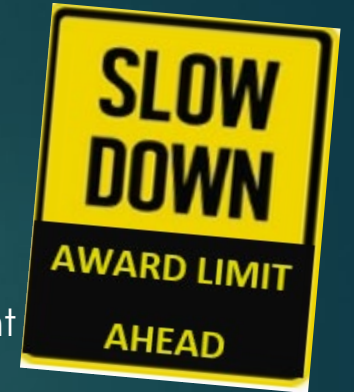
NOTE:

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 FWS & LAEP 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 the Financial Aid Office to see if the FWS award can be increased
- © If not eligible for an increase have the student stop working or appoint them on a non-FWS appointment



Report Date: 12/06/2023		San Diego State University							Division: [REDACTED]		
Report: SDT1.009		Time and Labor Work Study Student Allocation Summary							Page: 30 of 69		
Reported Hours from 08/01/2023 to 12/06/2023											
RedID	EmplID	Name	Pos. Nbr	DeptID	Semester	Student Allocation	Hours	Rate	Calc Gross	Remaining Amount	Notes
[REDACTED]		[REDACTED]			Fall 2023	\$2,500.00	152.10	\$16.30	\$2,479.23	\$20.77	Nearing Earning Limit
					Spring 2024	\$2,500.00			\$ 0.00	\$2,500.00	
					Summer 2024	\$ 0.00			\$ 0.00	\$ 0.00	
					Employee Total	\$5,000.00	152.10		\$2,479.23	\$2,520.77	
[REDACTED]		[REDACTED]			Fall 2023	\$2,500.00	163.50	\$15.50	\$2,534.25	\$- 34.25	Exceeded Term Award
					Spring 2024	\$2,500.00			\$ 0.00	\$2,500.00	
					Summer 2024	\$ 0.00			\$ 0.00	\$ 0.00	
					Employee Total	\$5,000.00	163.50		\$2,534.25	\$2,465.75	

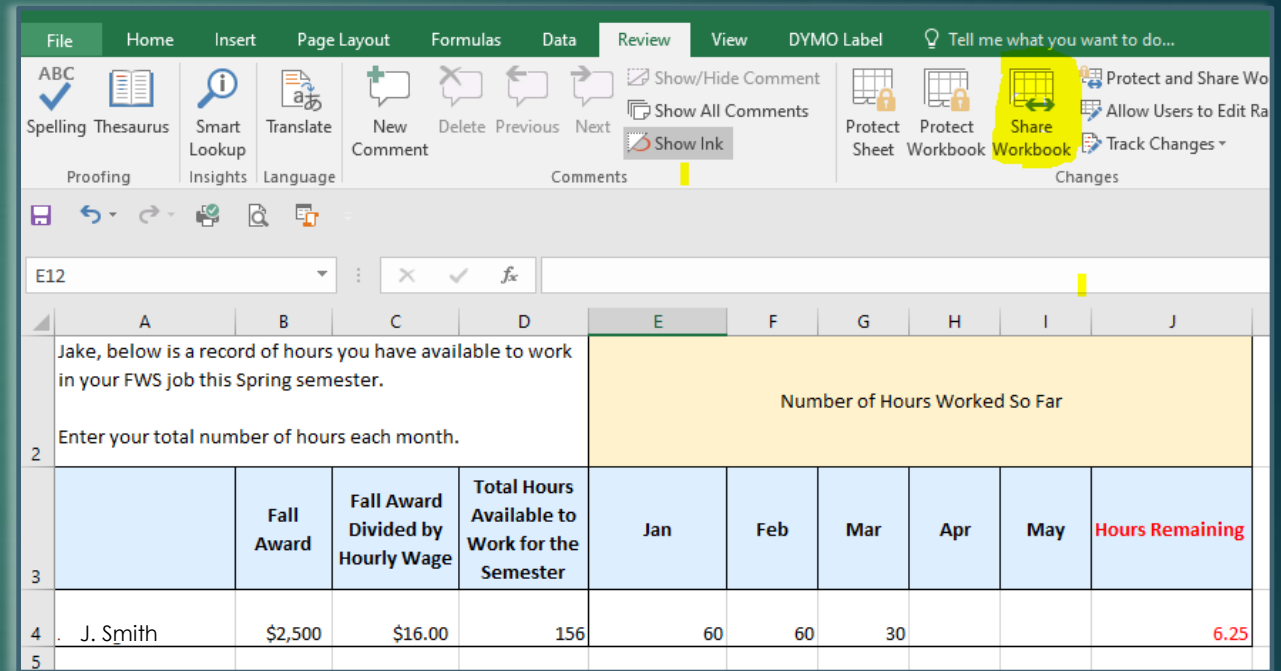
Monitoring Earnings

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

Student Information - FWS								FWS Fall 2022 - Student Balances																
	CERT DATE	DEPT ID	JOB CODE (class code)	REDID	EMPL	LAST NAME	FIRST NAME	FALL AWARD	SEP HOURS	WAGE	SEP EARNINGS	OCT HOURS	WAGE	OCT EARNINGS	NOV HOURS	WAGE	NOV EARNINGS	DEC HOURS	WAGE	DEC EARNINGS	EARNINGS TOTAL AUG - DEC	FWS HOURS BALANCE	FWS AWD BALANCE FALL	UNUSED ALL AWA
1		50197	1871	800100200	100200300	Jones	1	\$ 3,675.00	75.70	19.00	\$ 1,438.30	62.60	19.00	\$ 1,189.40	-	19.00	\$ -	55.10	19.00	\$ 1,046.90	\$ 3,674.60	0.02	\$ 0.40	0
2		50197	1871	800100200	100200300	Jones	2	\$ 2,500.00	63.40	18.00	\$ 1,141.20	-	18.00	\$ -	40.20	18.00	\$ 723.60	14.20	18.00	\$ 255.60	\$ 2,120.40	21.09	\$ 379.60	379
4		50197	1871	800100200	100200300	Jones	4	\$ 3,000.00	-	\$ -	-	114.00	18.00	\$ 2,052.00	39.30	18.00	\$ 707.40	-	18.00	\$ -	\$ 2,759.40	13.37	\$ 240.60	240
6		50197	1871	800100200	100200300	Jones	6	\$ 2,500.00	-	\$ -	-	46.00	18.00	\$ 828.00	-	18.00	\$ -	-	18.00	\$ -	\$ 828.00	92.89	\$ 1,672.00	1,672
7		50197	1871	800100200	100200300	Jones	7	\$ 2,500.00	50.50	15.00	\$ 757.50	52.00	15.00	\$ 780.00	-	\$ -	\$ -	36.00	15.00	\$ 540.00	\$ 2,077.50	28.17	\$ 422.50	422
8		50197	1871	800100200	100200300	Jones	8	\$ 2,500.00	-	\$ -	-	-	\$ -	\$ -	-	\$ -	-	1.75	15.00	\$ 26.25	\$ 26.25	164.92	\$ 2,473.75	2,473
23									-	\$ -	-	-	\$ -	\$ -	-	\$ -	-	15.00	\$ -	\$ -	\$ -	-	\$ -	-
24									-	\$ -	-	-	\$ -	\$ -	-	\$ -	-	15.00	\$ -	\$ -	\$ -	-	\$ -	-
25									-	\$ -	-	-	\$ -	\$ -	-	\$ -	-	15.00	\$ -	\$ -	\$ -	-	\$ -	-
									189.60		\$3,337.00	274.60		\$ 4,849.40	79.50		\$ 1,431.00	107.05		\$ 1,868.75	\$ 11,486.15			
Student Information - NON-FWS								NON-FWS Fall 2022 - Student Balances																
	CERT DATE	DEPT ID		REDID	EMPL	LAST NAME	FIRST NAME	SEP HOURS	WAGE	SEP EARNINGS	OCT HOURS	WAGE	OCT EARNINGS	NOV HOURS	WAGE	NOV EARNINGS	DEC HOURS	WAGE	DEC EARNING	EARNINGS TOTAL FALL SEP - DEC	TOTAL FALL HOURS	AVERAGE HOURS		JAN HOURS
1				800400400	100400400	Smith	1		\$ -	\$ -			\$ -			\$ -			\$ -	\$ -				
2		50197	1874	800400400	100400400	Smith	2	75.70	19.00	\$ 1,438.30	62.60	19.00	\$ 1,189.40	50.00	19.00	\$ 950.00	55.10	19.00	\$ 1,046.90	\$ 4,624.60	243.40	60.85		
3		50197	1874	800400400	100400400	Smith	3	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -	-		
4				800400400	100400400	Smith	4		\$ -	\$ -			\$ -			\$ -			\$ -	\$ -				
5		50197	1874	800400400	100400400	Smith	5	45.20	15.00	\$ 678.00	36.90	15.00	\$ 553.50	40.20	18.00	\$ 723.60	14.20	18.00	\$ 255.60	\$ 2,210.70	136.50	34.13		
6		50197	1870	800400400	100400400	Smith	6	86.10	19.00	\$ 1,635.90	110.20	19.00	\$ 2,093.80	63.20	19.00	\$ 1,200.80	-	\$ -	\$ -	\$ 4,930.50	259.50	86.50		

Tips for Staying w/in FWS Award Limits

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



Number of Hours Worked So Far										
	Fall Award	Fall Award Divided by Hourly Wage	Total Hours Available to Work for the Semester	Jan	Feb	Mar	Apr	May	Hours Remaining	
J. Smith	\$2,500	\$16.00	156	60	60	30			6.25	

Use Excel or Google Sheets to share balances one on one with students.

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
- © Contact Patricia Nieves in Career Services for questions regarding Handshake

FWS / LAEP Start and End Dates for the Year

PLEASE REMEMBER:

No FWS / LAEP work on
May 31, July 31 and
August 1

Students cannot begin
working until the
department receives
a CHR email stating
that work can
commence

NON-FWS	TERM		START DATE	END DATE
1870 - Student Assistant 1868 - Student - NonCitizen Student 1874 - Bridge Student Assistant 1150 - Instructional Student Assistant 1152 - Instructional Student Assistant - Off Campus	Fall 2023	n/a	August 1	December 31
	Spring 2024	n/a	January 1	May 30
FEDERAL WORK STUDY	TERM	CONTINUING OR GRADUATING	START DATE	END DATE
1871 - Student Trainee, On Campus Work Study 1872 - Student Trainee, Off Campus Work Study 1875 - Bridge Student Trainee, On Campus Work Study 1876 - Bridge Student Trainee, Off Campus Work Study 1153 - Instructional Student Assistant - Off Campus Work Study	Fall 2023	Continuing Students	August 2	December 31
	Fall 2023	Graduating Students	August 2	December 11
	Spring 2024	Continuing Students	January 1	May 30*
	Spring 2024	Graduating Students	January 1	May 2
LEARNING-ALIGNED EMPLOYMENT PROGRAM	TERM		START DATE	END DATE
1880 - Student Trainee, LAEP On-Campus Work Study 1881 - Student Trainee, LAEP Off-Campus Work Study 1882 - Bridge Student Trainee, LAEP On-Campus Work Study 1883 - Bridge Student Trainee, LAEP Off-Campus Work Study	Fall 2023	n/a	August 2	December 31
	Spring 2024	n/a	January 1	May 30*

* May 30 is the last day of spring term that FWS and LAEP students can work. If a student needs to work on May 31 they will need to work on a non-FWS appointment.

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?