# Student Employment Authorization Process

## Form and Instructions



STUDENT EMPLOYMENT AUTHORIZATION FORM

San Diego State University

STUDENT EMPLOYMENT AUTHORIZATION FORM

	Appointment Action	
0	New Appointment	
0	Reappointment	
0	Additional Position	
0	Pay Rate Change	Position number or pay rate changes can only be effective on the
0	Position Number Change (Funding Related)	first day of the pay period. For position number change, enter current position number:
0	Termination	

Last Name: *		Red ID #: 🗙						
E-mail Address: <mark>*</mark> (This must be the student's SDSU email address)				Phone #: <mark>*</mark>				
Department/Position Information								
Desired Effective Date: * Expected End Date: * Expected End Date: *								
Position Number: *		Applicable for Summer Appointments Only: Check box if Student is taking at least 3 units at SDSU						
Classification: *Select	•	Hourly Rate: *		Expected Hours/Week: *				
Department Name: *		Dept. ID: 苯		Division: *Select				
Supervisor Name: *		Supervisor Emai	. <b>*</b>					
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 <u>CSU Background Check Policy</u> . 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 SDS	U Security Plan-PL 1 Information.							
Position requires direct contact with minor children at CSU-hosted recreational cam	ps. Live Scan fingerprinting is required.							
The term "recreational" includes, but is not limited to, sports, dance, acader clinics for minor children hosted by the CSU.	nic, and other recreational camps or							
Position work is not sensitive.	Position work is not sensitive.							
Authorization								
Authorizing Department Signature Date								
*Click here to sign	Apr 10, 2023							

	Appointment Action	]
0	New Appointment	
$\circ$	Reappointment	
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0	Position Number Change (Funding Related)	first day of the pay period. For position number change, enter current position number:
0	Termination	]

Student Information Last Name: \* First Name: \* Red ID #: 苯 E-mail Address: ★ Phone #: \* (This must be the student's SDSU email address) Department/Position Information Desired Effective Date: \* Expected End Date: \* (Students may not begin working until HR approval is received by Supervisor/Coordinator) Position Number: Classification: \*Select. Hourly Rate: Expected Hours/Week: -Dept. ID:\* Department Name: Division: \*Select. Supervisor Email:\* Supervisor Name: Dept. Coordinator: Dept. Coordinator Email:\*\* FWS Job Title: 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 **Division Coordinator Signature** Date

Apr 10, 2...

Click here to sign

## Form and Instructions

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

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



# Preboarding Process

## Pre-boarding Notification/CHR Processing

to

Wed, Apr 19, 10:30 AM (7 days 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: <u>SDSU Pre-boarding Packet</u>. Also, please review <u>SDSU Policies and Procedures</u>. You will be asked to sign a letter acknowledging receipt of this information. <u>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.</u>

#### 2. Finalize Pre-Employment

Once you have completed your Preboarding packet, please email <u>CHR@sdsu.edu</u>. 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 <u>Form I-9 Acceptable Documents</u> 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 preboarding packet, the student must email <u>chr@sdsu.edu</u> to schedule a pre-boarding appointment
- CHR virtually reviews documents, electronically signs and submits preboarding 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 preboarding 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: 80000000
Position Number: 10000000
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

no-replyCHR@sdsu.edu

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



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:

<u>May 4</u>: last day graduating federal work study students can work <u>August 16</u>: last day graduating seniors (non federal work study) <u>May 31</u>: last day for all others with an active spring appointment <u>June 1</u>: re-evaluate students summer status



**CALENDAR** 

# Please verify your students' summer status and submit a

## Student Employment Authorization Form

## SEA can be found under <u>Student Hiring</u> 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/Tr	ace			
Report				
Report ID	639986	Process Instance 1012730	Message Log	
Name	SDTL006	Process Type SQR Report		
Run Status	Success			
TL Student Hou	Irly Report			
Distribution	Details			
Distribution	n Node HSDPRD	Expiration Date 08/04/2023		
File List				
Name			File Size (bytes)	Datetime Created
SDTL006_2023	0427_1_Summary.pd	f	17,332	04/27/2023 11:10:27.738125AN PDT
SDTL006_2023	0427_2_Reported_Tir	ne_Detail.csv	174,007	04/27/2023 11:10:27.738125AN PDT
SDTL006_2023	0427_3_Future_Job_	Transactions.csv	2,651	04/27/2023 11:10:27.738125AN PDT
SDTL006_2023	0427_4_Active_Posit	ions_Data.csv	8,146	04/27/2023 11:10:27.738125AN PDT
SDTL006_2023	0427_5_Students_E>	cceed_20_Hours_20230129_20230304.csv	1,270	04/27/2023 11:10:27.738125AN PDT

- Step by Step instructions for running the T&L Student Reported Hours Report are available on SharePoint.
- <u>Please contact your</u>
   <u>Payroll Technician for</u>
   <u>assistance.</u>

## 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.

-	Report: SDTL006     San Diego State University       Department:     Time and Labor Student Reported Hours									Page: 2 of 2 Pay Period End Date: 04/30/2022					
RedID	EmplID-RCD Name	Position	Position Title	Deptid		Hourly Rate	Total Hours	Calc Gross		Pay Period End Date		Expected End Date	HR Status	Term Date	Approver Name
			ISA	46002	1150		76.00		Approved	04/30/2022	03/13/2022	05/31/2022	Active		
			SA	46002	1870		40.00	\$ 640.00	Approved	04/30/2022	03/18/2022	05/20/2022	Active		
	7		SA A	46002	1870	Sub-Total			Approved	04/30/2022	01/24/2022	05/31/2022	Active		
			SA I	46002	1870			\$1,024.00 <b>\$1,024.00</b>	Approved	04/30/2022	03/16/2022	05/31/2022	Active		

### **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

## <u>Student Assistants</u> 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.

## <u>Summer Bridge</u> 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



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 <u>NOT</u> 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 <u>not</u> 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.

S	DSU San Die Univers	ego State sity	•	STUDENT EN	UPLOY	MENT AUTHORIZATION FORM	
	Appointment Action		1				
0	New Appointment		1				
<sup>T</sup> O	Reappointment		1				
0	Additional Position		1				
ĨO	Pay Rate Change					es can only be effective on the	
0	Position Number Change (Funding	g Related)		of the pay period.	For pos	sition number change, enter	
0	Termination		1	_			
Stud	ent Information						
Last	Name:* Marilyn	First	Name: ★	Munster		Red ID #: *823123456	
E-ma (This	il Address: * mmunster12 must be the student's SDSU email add	34@sds	su.edu			Phone #: *619-594-5500	
	rtment/Position Information						
Desir (Studi	red Effective Date: <mark>*06/01/20</mark> ants may not begin working until HR appr	23 oval is received	by Supervi	isor/Coordinator)	Expec	ted End Date: 105/30/2024	
				Applicable for Summ	ner Appo	vintments Only:	
Post	ion Number: * 10001234			Check box if St	udent is	taking at least 3 units at SDSU	
Class	ification: *Se1870 Student		ant 🔨	Hourly Rate: 16.	00	Expected Hours/Week: *20	
Depa	rtment Name: <mark>*Human Res</mark>	sources		Dept. ID: * 500	080	Division: Student Affairs	
Supe	<sup>rvisor Name:</sup> <sup>*</sup> Marsha Bra	ady		Supervisor Email:	*mbr	ady@sdsu.edu	
Dept	Coordinator: Keith Part	ridge		Dept. Coordinator	Email	partridge@sdsu.edu	
For se	tive Position Test ensitive positions, a background check as work within the position. For more & ONLY ONE BOX BELOW:						
	Federal or state law requires a backgro	ound check. C	ite applica	kle law:			
	Position requires regular access to Pro	tected Level 1	l informati	on. Please review 👥	SU Secu	ity Plan-PL 1 Information.	
	Position requires direct contact with m				-		
1	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.	,					
Auth	orization						
Auth	orizing Department Signature					Date	
*cli	ck 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 <u>72 hours</u> from the resignation date.

Dismissed students must receive their pay on their last day.

Per California Labor Codes 201 & 202.

SDSU San Diego S University	State	STUDENT EN	APLOY	MENT AUTHORIZATION FORM			
Appointment Action							
New Appointment							
Reappointment							
Additional Position							
Pay Rate Change			-	es can only be effective on the			
Position Number Change (Funding Rela		y of the pay period. position number:	For pos	ition number change, enter			
Termination							
Student Information							
Last Name: * Richie	First Name: *	Cunningha	m	Red ID #: *823456123			
E-mail Address: * rcunningham123 (This must be the student's SDSU email address)	34@sdsu.	edu		Phone #: *619-594-5500			
Department/Position Information							
Desired Effective Date: *04/25/2023 (Students may not begin working until Hit approval is	received by Superv	iaor/Coordinator)	Expect	ed End Date: 105/30/2024			
Position Number: * 10001234		Applicable for Summ		intments Only: aking at least 3 units at SDSU			
Classification: *S11870 Student As	sistant	Hourly Rate: 16.	00	Expected Hours/Week: *20			
Department Name: *Human Resour		Dept. ID: * 500	80	Division: Student Affairs			
<sup>Supervisor Name:</sup> <sup>*</sup> Marsha Brady		Supervisor Email:	*mbra	ady@sdsu.edu			
Dept. Coordinator: * Keith Partridg	le	Dept. Coordinator	Emaik	partridge@sdsu.edu			
Sensitive Position Test For sensitive positions, a background check must begins work within the position. For more inforr CHECK ONLY ONE BOX BELOW:							
Federal or state law requires a background of	heck. Cite applica	sble law:					
Position requires regular access to Protected							
Position requires direct contact with minor of							
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 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. <u>Do not</u> 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.shar epoint.com/sites/BF A/HR/employment/ Pages/Student-Hiring.aspx

F	liring 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 <u>Position Action Request (PAR)</u> through <u>Budget &amp; Finance</u> .	
	Step 2 Determine Type of Student Assistant Needed	Determine type of student employment: <ul> <li>Student Assistant/NRA Student Assistant (Non-Work Study)</li> <li>Work Study9</li> <li>Instructional Student Assistant</li> </ul> See <u>Student Classifications</u>	



## 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.



## 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 Dates Report: SDTI		Ti	San Diego S me and Labor Work Stui Reported Hours from		Division: Academic Affairs Page: 1 of 127				
RedID	EmpliD Name	Pos. Nbr	Deptid Semester	Student Allocation	Houis Rate	Cale Gross	Remaining Amount Notes		
800100200	100200300 Johnny Onthes	pot	Summer 2021	\$ 0.00		\$ 0.00	\$ 0.0	0	
	-		Fall 2021	\$2,500.00	165.00 \$15.00 165.00	\$2,475.00 \$2,475.00	\$25)	Nearing Earning Linut	
			Spring 2022	\$2,500.00	132.00 \$15.00 132.00	\$1,980.00 \$1,980.00	\$520		
			Emp loyee Total	\$5,000.00	297.00	\$4,455.00	\$545.	Nearing E arning Limit	
800300400	100500600 Sally Hardwor	ter	Summer 2021	\$ 0.00	180.90 \$14.00	\$ 0.00 \$2,532.60	\$ 0,		
			Fall 2021	\$2,500.00	180.90	\$2,532.60	\$-32	Exceeded Term Award	
			Spring 2022	\$4,500.00	301.10 \$15.00 301.10	\$4,516.50 \$4,516.50	\$-16.		
			Eng kyee Total	\$7,000.00	482.00	\$7,049.10	\$-49.	Exceeded Total AY (see appendix)	



## 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 AWAI
1 2 4 6 7 8 23 24 25		50197 50197 50197 50197 50197 50197	1871 1871 1871 1871 1871 1871 1871	800100200 800100200 800100200 800100200 800100200 800100200	100200300 100200300 100200300 100200300 100200300 100200300	Jones Jones Jones Jones Jones Jones	1 2 4 6 7 8	\$ 3,675.00 \$ 2,500.00 \$ 3,000.00 \$ 2,500.00 \$ 2,500.00 \$ 2,500.00	75.70 63.40 - - 50.50 189.60		\$ 1,438.30 \$ 1,141.20 \$ - \$ 757.50 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	62.60 	18.00	\$ 1,189.40 \$ - \$ 2,052.00 \$ 828.00 \$ 780.00 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	40.20 39.30 - - 79.50	19.00 18.00 18.00 - - - - - -	\$ - \$ 723.60 \$ 707.40 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	55.10 14.20 36.00 1.75	19.0 18.0 18.0 15.0 15.0 15.0 15.0 15.0	\$ 255.60 \$ - \$ 540.00 \$ 26.25 \$ - \$ - \$ - \$ -	\$ 3,674.60 \$ 2,120.40 \$ 2,759.40 \$ 828.00 \$ 2,077.50 \$ 26.25 \$ - \$ - \$ - \$ 11,486.15	0.02 21.09 13.37 92.89 28.17 164.92 - -	\$ 379.60	0 379 240 1,677 422 2,473
									103.00		\$3,337.00	214.00		3 4,045.40	79.50		3 1,431.00	107.05		3 1,000.75	3 11,400.15			
St	udent	Infori	natio	n - NO	N-FWS			NON-F	WS Fall	2022 -	- Stud	ent Ba	alance	es										ION-I
	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		50197	1874	800400400 800400400	100400400 100400400	Smith Smith	1 2	75.70	19.00	\$ - \$ 1,438.30	62.60		\$ \$1,189.40	50.00		\$ \$950.00	55.10	19.00	\$ - \$ 1,046.90	0 \$ 4,624.60	243.40	60.85		-
3 4 5		50197 50197	1874 1874	800400400 800400400 800400400	100400400 100400400 100400400	Smith Smith Smith	3 4 5	- 45.20	15.00	\$ - \$ - \$ 678.00	- 36.90		\$ - \$ - \$ 553.50	- 40.20	- 18.00	\$ - \$ - \$ 723.60	- 14.20	- 18.00	\$ - \$ - \$ 255.60	\$ - \$ - 0 \$ 2,210.70	- 136.50	34.13		
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## Tips for Staying w/in FWS Award Limits

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			4 J. N	lusgrove	2500	16	=B4/C	.4	60	60	30			=D4-E4-F4-G4	1-H4-I4

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

## 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
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- 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 15<sup>th</sup> 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

	I DIEGO STATE INIVERSITY	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
(	Position Number Change (Funding Related)	first day of the pay period. For position number change, enter current position number:
(	Termination	

Student Information								
Last Name:	Red ID #: Red ID #: Red ID #:							
E-mail Address: tvu@sdsu.edu (This must be the student's SDSU email address)				Phone #:				
Department/Position Information								
Desired Effective Date: 8/27/2018 (Students may not begin working until HR approval is	received by Supervi	isor/Coordinator)	Expect	ed End Date: 5/30/2019				
Position Number: 10002385		Applicable for Summer Appointments Only: Check box if Student is taking at least 3 units at SDSU						
Classification: 1871 Student Trainee, On-Car	mpus	Hourly Rate: 11.50		Expected Hours/Week: 20				
Department Name: Marisela Cruz		Dept. ID: 50040		Division: Student Affairs				
Supervisor Name: Marisela Cruz		Supervisor Email: mcruz@sdsu.edu						
Dept. Coordinator: Marisela Cruz		Dept. Coordinator Email: mcruz@sdsu.edu						
FWS Job Title: Student Liaison								
Sensitive Position Test For sensitive positions, a background check must be completed before an appointment is finalized and before an individual								

				MENT AUTHORIZATION FORM 2018 - FEDERAL WORK STUDY		
an Diego State University						
Appointment Action						
New Appointment						
Reappointment						
Additional Position						
Pay Rate Change				es can only be effective on the		
Position Number Change (Funding Rela		ay of the pay period. ht position number:		sition number change, enter		
Termination						
Student Information						
Last Name:	First Name:		Red ID #:			
E-mail Address: <b>Contraction</b> (This must be the student's SDSU email address)			Phone #:			
Department/Position Information						
Desired Effective Date: 5/31/2018 (Students may not begin working until HR approval is	received by Super	visor/Coordinator)	ted End Date: 8/21/2018			
Position Number: 10004684		Where will the student live from June 1 to August 31, 2018? With Parents Off Campus				
Classification: 1875 Bridge Student Trainee,	On-Campus	Hourly Rate: 11.5	D	Expected Hours/Week: 15		
Department Name: Office of Financial Aid &	Scholarships	Dept. ID: 50040		Division: Student Affairs		
Supervisor Name: Marisela Cruz		Supervisor Email: mcruz@sdsu.edu				
Dept. Coordinator: Marisela Cruz		Dept. Coordinator Email: mcruz@sdsu.edu				
FWS Job Title: Student Liaison		FWS Job #: 308				
Estimated Summer Earnings: June \$ 690	July	\$ 690	August	\$ 345		
Sensitive Position Test For sensitive positions, a background check mus				ined and before an individual		

## Awarding Summer FWS



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

	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?