



## STUDENT EMPLOYEE EMPLOYMENT PROCESS SPRING SEMESTER 2011

Department responsibilities for student payroll:

1. Hiring student assistants
2. Updating pay rate
3. Ensuring that student vouchers have the necessary approval signatures
4. Monitoring hours worked during weeks of instruction (for any student, the total of all student assistant positions, including Foundation employment, cannot exceed the maximum of 20 hours of work per week)
5. Entering hours worked into PeopleSoft via department paysheet
6. Terminating student assistants
7. Submitting late vouchers to Payroll for processing
8. 'Bridging' students over the summer

Hiring students:

1. Student assistant requirements:
  - a. **Must have a Certificate of Work Eligibility issued by Payroll Services prior to starting work**
  - b. Must be a matriculated student and currently enrolled at Fresno State
  - c. Must have a minimum of 6 units as an undergraduate or 4 units as a graduate student
  - d. Must not be employed in a regular state classification
2. New student assistants must provide proof of eligibility to work in the United States within three (3) days of their appointment. A list of documents which satisfy this requirement can be found on the back of the I-9 form. New employees must also provide their original social security card. (The original social security card and a photo ID (i.e. driver's license, student ID) can satisfy the work eligibility requirements.) These documents must be presented to the Payroll Office.
3. New hire paperwork is completed in Payroll. These forms are also available on the Payroll website in the [forms](#) section. Many of the forms were recently updated. If you have copies in your office, please review and destroy any forms which are outdated or obsolete.
4. International students who have nonresident alien tax status are hired into class code 1868. These students must first obtain a "Verification of On-Campus Employment" form from the International Student Services and Programs office (ISSP). This form indicates the expiration date of their work authorization. The ISSP office also completes the I-9 form for work eligibility. NRA students should bring both the completed I-9 and 'Verification of On-Campus Employment' form and their original social security card to Payroll.



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5. Once all necessary paperwork is received and reviewed by Payroll Services, a “Certificate of Work Eligibility” is issued. Please see the example on the last page. The student presents this document to the department. When this form is received, the department can hire the student in PeopleSoft. **No student should begin working until the department receives the certification from Payroll.** The form includes a work authorization expiration date for NRA students. No NRA student should work beyond their expiration date.
6. For additional instructions on the hiring process, please refer to the [process guide](#) located on the CIS website.

### Processing student payroll:

1. Student assistants are required to complete a Student Assistant Voucher for every pay period they are employed and submit the voucher to the department’s timekeeper for review. The [voucher](#) is available on the Payroll website.
2. The information from the voucher must be entered into PeopleSoft via the department’s paysheet during the monthly time entry processing period. The [schedule for pay days and time entry](#) can be found on the Payroll website. The paysheet MUST be posted by 5:00 p.m. on the last day of the data entry period for the payroll to be processed.
3. If the student’s time is not entered by the deadline, the voucher(s) must be faxed to Payroll Services and processed manually. The voucher must have student ID, record number, chartfield string, and appropriate signatures. Payroll’s fax number is 278-7820. Payments to the student may be delayed when vouchers are processed manually by Payroll Services.
4. For information on the student payroll process, please refer to the [process guide](#) located on the CIS website.

### Terminating students:

1. Student assistants should be terminated as soon as it is determined that the student will no longer be working in your department. Instructions for terminating a student assistant can be found in the [process guides](#) located on the CIS website.



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Additional information on the Payroll website:

- [Schedule for Paydays and Reporting Hours Worked](#)
- [Social Security Tax and the Alternate Retirement Plan](#)
- [Student Assistant Classifications](#)
- [Student Assistant Manual](#)
- [Student Nonresident Aliens](#)
- [Suggested Salary Scale](#)
- [Minute Conversion Chart for Hours Worked](#)
- [Bridge Student Assistants](#)
- [Forms Page from Payroll Website](#)
- [Summer 2010 Student Pay Process](#)

Example of Certificate of Work Eligibility

California State University, Fresno

CERTIFICATION OF WORK ELIGIBILITY  
For  
TEMPORARY HOURLY EMPLOYEES, STUDENT ASSISTANTS, 1868's  
WORK STUDY EMPLOYEES, READERS AND TUTORS.

Name Doe Jane  
Last First M.I.

People Soft I.D. Number 123456789

This certification of work eligibility acknowledges the above-named individual has completed the necessary documents required by the Immigration Reform and Control Act of 1986. This individual may begin employment on the date below.

Departments please hire international student workers as 1868:  yes  no

Certified to work through:  
(if applicable)  
NA

Payroll Office  
Pay #59-6/87

Received  
AUG 9 2010  
CSU, Fresno  
Payroll Services