Student Worker Hiring Process

SOLANO
COMMUNITY COLLEGE

Human Resources

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Student Worker Hiring Process

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Purpose

The purpose of hiring our students to work in various departments on campus is for them to gain useful knowledge and experience in an area that aligns with their coursework and future career goals. Through our own organizational operations, we can provide on-the-job training and guidance that can be applied in the workforce whether they are currently employed off campus or plan to start working after leaving Solano Community College (SCC). Not only do we provide knowledge and skills to our students as their employers, they also provide valuable work and assistance to our various departments that contribute to our success as an organization. Typical student worker positions on campus include ASTC Floor Tutors, Embedded Tutors (in the classroom), clerical assistants, lab assistants, and Student Services Ambassadors.

Benefits Provided to Student Workers	Benefits Student Workers Provide
• Knowledge and skills in an area of interest • Introduction to a work environment • Fundamental employment tips and guidance	• Additional help to a department • Student point-of-view • Train the trainer opportunities

Eligibility Requirements

Student workers must meet certain eligibility requirements in order to be hired as student workers:

- Must be enrolled in at least 6 units during the semester in which they are working (Fall/Spring semesters)
    - *Summer work requires student to be enrolled in 6 units either in the preceding Spring semester OR the Fall semester following the Summer semester in which they work. There is no other enrollment requirement.*
- Must have a social security number
- Must be eligible to work in the United States

NOTE: It is the supervisor's responsibility to verify that the student is enrolled in at least 6 units at the time of hire **as well as** periodically throughout the semester. It is a good idea to check after census and drop dates.

International Students

In addition to required I-9 documentation, international students must have a social security number. Otherwise, they cannot be processed in our system to be set up as employees and receive a paycheck.

Preliminary Steps to Hiring an International Student

- Hiring supervisor writes a letter or email addressed to a designated Admissions and Records Analyst stating intent to hire the student.
- Analyst verifies if student is in good standing.
- Analyst issues a letter that the international student will need to take to the social security office (includes the names of the department and supervisor).
- Student provides a copy of social security card to supervisor for paperwork processing.

Conditions of Employment

In conjunction with Board Policy, the following is a list of the conditions of employment for student workers outlined by the Office of Human Resources (HR):

- Student workers can only be hired by the department manager/supervisor.
- The hiring of a student worker does not have to go to the Board for approval.
- Student workers MUST HAVE background check clearance AND negative TB test results submitted to their supervisor **prior to start date.**
- Student workers must have an orientation provided by the supervisor or support staff.
- Student workers can work no more than 25 hours/week or 100 hours/month.
- *International students* can work no more than 20 hours/week (per federal regulation).
- Student workers can be hired for multiple positions on campus, however the total number of hours worked between all positions cannot exceed the hours per week limit above.
- If a student worker falls below the required 6 units during the semester, the supervisor must obtain approval from HR to continue their employment.
- Student workers must fill out a timesheet and submit it to their supervisor in order to be paid *(See Timesheet/Payroll process).*

Sick Leave – Healthy Workplaces/Healthy Family Act of 2014 (AB 1522)

Per the State of California's Healthy Workplaces/Healthy Family Act of 2014 (AB 1522), student workers accrue sick leave based on the number of hours worked. This is the only type of leave they can accrue. Only student workers who have worked 90 or more days are entitled to paid sick leave.

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Accruing Sick Leave

- **Accrual begins on the first day of employment.**
- **They earn one hour of sick leave for every 30 hours worked.**
- **They can accrue up to 24 hours per year for two years for a total of 48 hours maximum.**

Sick leave hours are tracked through Banner. Students can view their sick leave hours in My Solano.

How to View Sick Leave through My Solano

1. **Student worker will log into their My Solano account. They will see the "Temp Employee Pay Stub" link on their homepage. They will click the link:**
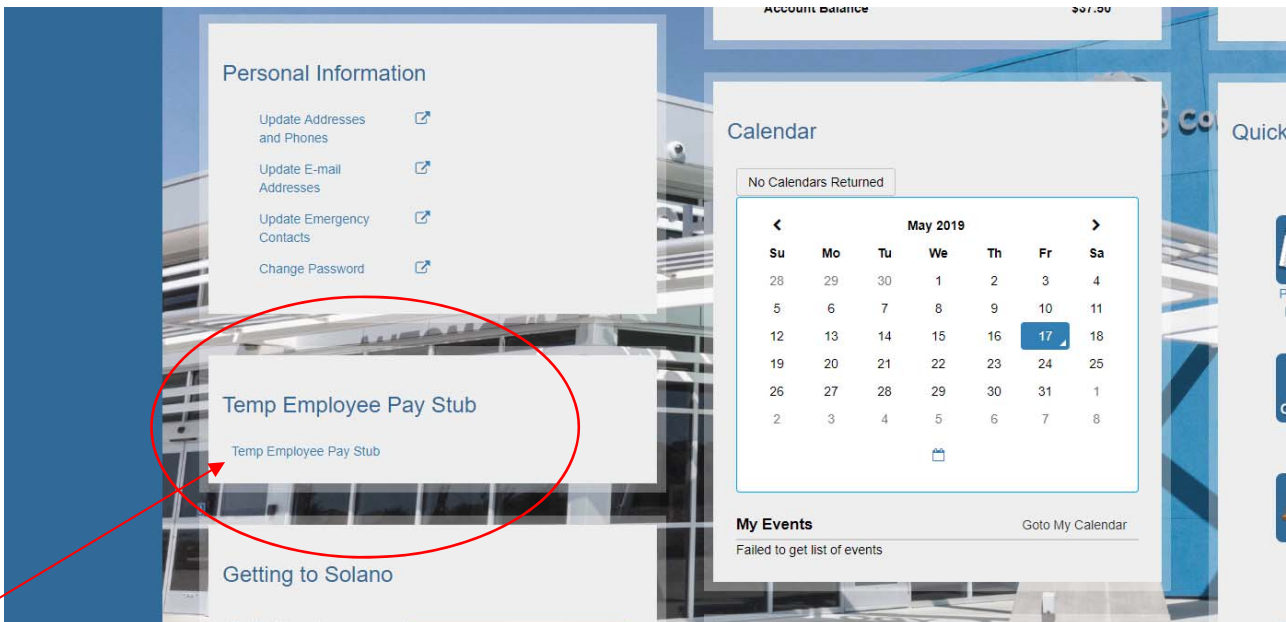
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2. **They will be brought into self-service banner (SSB) and see this:**

3. **They will click on "Return to Menu" on the right hand side of the screen:**

4. **They will see this menu and then click on "Leave Balances":**

| Personal Information | Student | Employee | Financial Aid |

Search [ ] [Go]

Employee

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, Benefit Statement.
Jobs Summary
Leave Balances
Pay Stub

RELEASE: 8.8.3

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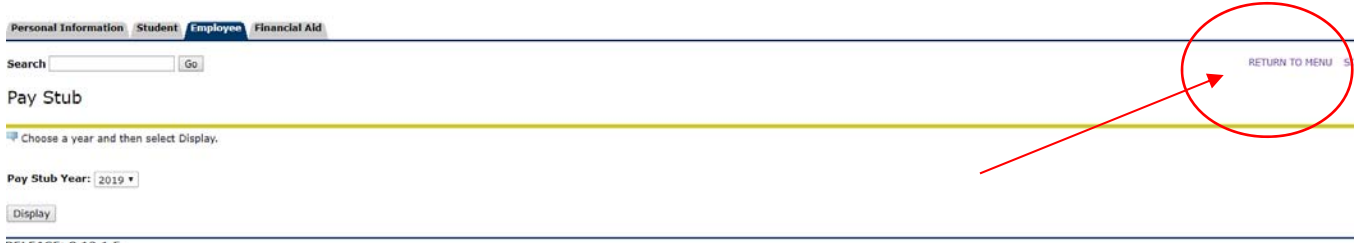5. **They will be brought to this screen and will be able to see the number of hours they have:**

| Personal Information | Student | Employee | Financial Aid |

Search [ ] [Go]

Leave Balances

🗨 **SPECIAL NOTICE:** Personal Necessity Hours are Number of Hours USED and NOT AVAILABLE BALANCE as Stated.

List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of May 17, 2019	Taken as of May 17, 2019	Available Balance as of May 17, 2019
Sick Lv for Temps/Student Wrks	Hours	8.33	.00	.00	8.33

[Pay Stub]

RELEASE: 8.12.1.5

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Using Sick Leave

The employer must: *"Allow eligible employees to use accrued paid sick leave upon reasonable request."*

- <u>Student workers may use accrued sick leave beginning the 90th day of employment.</u>
- A student worker may take paid sick leave *"for employee's own or a family member for the diagnosis, care or treatment of an existing health condition or preventative care or for specific purposes for an employee who is a victim of domestic violence, sexual assault or stalking."*
- The request to use sick leave may be in writing or verbally.
- The use of sick leave must be approved by the student worker's supervisor.
- The student worker should indicate the use of sick leave on their timesheet.

Orientation

Once the hiring supervisor has selected a student worker and deemed them eligible, it is their responsibility to complete a brief orientation to explain the hiring process, the timesheet/payroll process, the roles and responsibilities of the student worker, and their expectations. The orientation can also include the paperwork process.

Suggested Orientation Components

- Explain roles and responsibilities.
- Go over supervisor's expectations.
- Explain hiring process – Live scan and TB Test (give necessary documents), complete paperwork that needs to be completed together (I-9 and Confidentiality

Statement), give packet to student worker or give directions on where to find the online packet.

- Explain the timesheet/payroll process.
- Explain sick leave accrual, how to use it, and how to view it in My Solano.
- Show them around the department and introduce them to their coworkers (if necessary).

Completing Paperwork

This process is to be completed for brand new student workers who have never been hired by SCC before. If the student has previously been hired for another position, please see *Returning Student Workers/Rehires*. The new student worker packet consists of useful information to the student regarding their employment as well as paperwork to be completed by the student. The packet is available online as well as a paper version. <u>All paperwork, the TB test results, and the Form-6 should be submitted to HR in one complete packet with all required signatures.</u> The hiring supervisor is responsible for explaining and providing the paperwork to the student. They are also responsible for gathering, reviewing for completeness, and turning in the paperwork to HR.

<u>**Online Packet**</u>
Solano Home Page → Human Resources → Student Worker Hiring

<u>**Paper Packet**</u>
Available for pick-up in the HR Office

Student Worker Hiring Process

Step 1 - Live Scan (Fingerprinting) and TB Test

Everyone employed at SCC, including student workers, are required to have background clearance and a negative TB test prior to their first day of work. This part of the hiring process can take at least a few days to complete, therefore it is recommended that this be the first step to the paperwork process. For Step 1, complete the following:

- **Explain live scan and TB test** – what they are and why we do them
- **Provide live scan and TB test paperwork**
  NOTE: This paperwork is not available online, but is provided in the paper packet. To obtain this paperwork, please contact HR.
  - *Live Scan Memo* – briefly explains the fingerprinting process and provides location information.
  - *Live Scan Form* – contains SCC's pre-filled information that must be filled out by student and taken to the location of their choice.
  - *TB Test Memo and Release Form* – briefly explains the TB test process. Release form provided at the bottom if doctor's office/administrator requires it.
- **Add student to shared spreadsheet** *(To be completed by ASTC, ELC, MAC, FWS, and Counseling ONLY)*
- **Student completes live scan**
  - Fingerprints are sent to the Department of Justice (DOJ) to be processed
  - DOJ notifies SCC of results via electronic portal or mail
    NOTE: This process can take anywhere between same day results to two weeks or more. There is no telling how long the DOJ will take. The student worker cannot start before the results have been received by Human Resources.
  - The HR Generalist responsible for processing student workers monitors all incoming results from the DOJ and will notify the hiring supervisor of cleared student workers. It is also a good idea to email the HR Generalist or

general HR email (HR@solano.edu) to check on the status of pending clearances. *(ASTC, ELC, MAC, FWS, and Counseling will check the shared spreadsheet for clearance dates)*

- **Student completes TB test**
    - TB test is administered and takes 48 hours before reading
    - Student returns to have test read and is given a copy of results
    - Student turns in a copy of their results to the hiring supervisor

Step 2 - Student Worker Packet

This step should be completed while waiting for clearance and TB test results

New Hire Information to be Read by Student Worker

There is a portion of the student worker packet that contains important information regarding their employment. This must be read by the student and is provided to them online or in the paper packet. These documents do not need to be turned back in to HR. The following is a list of those documents:

- New Student Worker Memo
- Data Access Release Chart
- Student Worker Salary Schedule
- Division of Labor Standards Enforcement – Paid Sick Leave
- How to View Your Sick Leave in My Solano
- Online Training Memo for New Student Workers
- Board Policy – Sexual Harassment
- Board Policy – Smoking on Campus
- Board Policy – Computer and Network Use
- Board Policy – Drug Free Workplace
- Board Policy – Discrimination
- Campus Map

As part of the forms to complete and submit, the student worker will be required to sign an acknowledgement that he/she has read and understands these documents.

New Hire Forms to be Completed by Student Worker

The second portion of the student worker packet is the forms they need to complete and submit to the hiring supervisor. These forms are kept in their personnel file and in the payroll department. The following is a list of those documents:

- Student Worker Job Application
- Oath (Required by the State of California)
- Confidentiality Statement (also requires supervisor's signature)
- W-4 – Tax Withholdings
- Direct Deposit Form (OPTIONAL, but recommended)
- I-9 (To be completed with supervisor)
- Acknowledgement Form

Step 3 – Complete Form-6

This is the form that is required by HR in order to process the student worker in our system. By filling out this form, it tells HR that the department intends to hire that particular student worker, their job title, start and end dates, pay rate, and what budget code the student worker will be charged to. The Form-6 can be filled out as soon as the student has received clearance.

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Form-6 Reminders

- Remember to ask the student if they currently have another student worker position on campus or if they have previously been a student worker; there is a "New Employee" yes or no box at the top left of the form.
- **The start date CANNOT be before their clearance date.**
- Do not guess as to when they will clear; always confirm with Human Resources.
- Form-6's are typically filled out per semester; can be filled out for a maximum of one fiscal year.
- A new Form-6 needs to be filled out and submitted if there are any changes made to the previous Form-6 (pay rate, budget, etc.)
- All signatures must be obtained before submitting to HR.
- The Form-6 must be submitted with the new hire forms and TB test results.

Once these forms are completed, they are to be submitted to HR. A complete student worker packet consists of the documents they completed (above), a Form-6, and a copy of TB test results.

Complete Student Worker Packet – to be turned into HR for processing

Form-6

Seven Forms Listed Above

Copy of TB Test Results
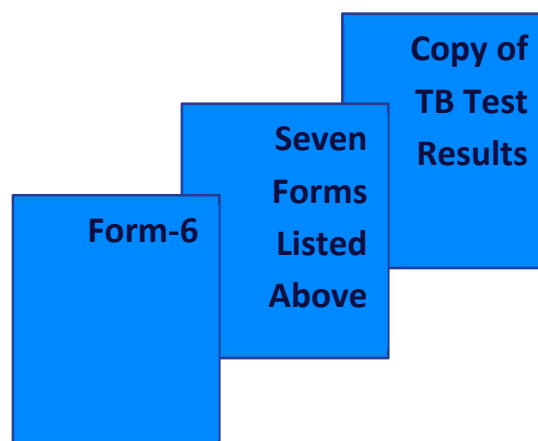
Once the hiring supervisor has received a clearance date from HR and the student has turned in a copy of negative TB test results, and the appropriate paperwork has been completed, the student is clear to begin work while the paperwork is being processed by HR.

Returning Student Workers/Rehires

If a student worker is being hired for another position and has already been through the new student worker hiring process <u>within the past two years</u>, they do not have to complete the process again.

Steps to Hiring an Existing/Previous Student Worker:

1. Meet with the student and explain roles, responsibilities, and expectations of the position.
2. If the student is currently working another position on campus, explain the limitations on the total number of hours they are allowed to work per week.
3. Fill out a Form-6 and send it to HR.
   NOTE: The only paperwork needed for an existing/previous student worker is the Form-6.

Timesheet/Payroll Process

It is the hiring supervisor's responsibility to explain the timesheet/payroll process. Even though it is explained in the new hire documents, it is a good idea to double check that they understand the entire process.

The Payroll Process and Timeline

Student workers are paid once a month. A <u>pay period</u> for student workers starts on the 21st of each month and ends of the 20th of the following month. Work performed within a pay period will be paid on the 10th of the month following the last day of the pay period. If the 10th of the month falls on a weekend or holiday, payday will be the Friday before.

EXAMPLE PAY PERIOD:

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

○ Beginning of the pay period   ☆ End of the pay period   ▮ Pay day

Paychecks – When and Where

WHEN: Paychecks can be picked up in person between 10:00 a.m. and 4:00 p.m. They can also be picked up before noon on the following business day. If you do not pick your paycheck up during these times, they will be mailed out that afternoon to your address on file.

WHERE: Paychecks can be picked up at the cashier window in the Student Services Building (#400). The cashier window is located on the right hand side of the Admissions and Records window.

A student worker's first paycheck will always be a paper check and must be picked up in person, or it will be mailed. Student workers are encouraged to sign up for *Direct Deposit*. The form is included in the new hire forms (online and paper).

Filling Out a Timesheet

In order to get paid, every student worker must fill out one timesheet <u>for each position they have and for each pay period</u>. For every timesheet they submit, there has to be a Form-6 on file to match that position.

THE TIMESHEET:
- Is an excel file that the Payroll department has created.
- The hiring supervisor MUST make sure the student worker has a copy of the file so they can fill one out for their time.
- The excel file has formulas already in place to make it easier for the student worker to calculate the hours worked, therefore it is recommended to enter directly into the excel file. However, they can also print the file and handwrite their time if they prefer.
- To obtain a copy of this file, please email Payroll@solano.edu and request a copy.

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THE PROCESS:

1. Student worker fills out timesheet, signs, and submits to supervisor,
2. Supervisor verifies hours, signs the timesheet, and submits to budget manager,
3. Budget Manager reviews timesheet, signs, and submits to Payroll **no later than the 21st of each month.**

Student worker fills out timesheet and signs
Supervisor verifies hours and signs
Budget Manager reviews timesheet and signs
To Payroll no later than the 21st of each month

Steps for Hiring a Student Worker

STEP 1 - Determine Eligibility

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STEP 2 - Meet with Student **Orientation and Paperwork**

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STEP 3 – Live Scan and TB Test **Verify clearance with HR**

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STEP 4 – Fill Out Form-6

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STEP 5 – Gather all paperwork and submit to HR

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STEP 6 – Ensure student worker completes online training

Online Training

New student workers must complete online training as part of their onboarding process. *Keenan SafeColleges Online Training* is the system we use to deliver our important training videos. The online training videos cover standard orientation topics such as sexual harassment and workplace bullying. As part of the new hire documents that the student worker is required to read and understand, the "Online Training Memo for New Student Workers" explains the online training requirement that they must complete. It is the hiring supervisor's responsibility to follow up with the student worker <u>30 days</u> after they have begun work to verify they have completed the training.

THE PROCESS:

1. HR sets up an account for the new student worker in Keenan SafeColleges using their student email address. This occurs when HR processes their new hire paperwork.
2. The student will receive an email from Keenan SafeColleges prompting them to set a password and granting access to the training videos they need to complete.
3. The student has 30 days to complete the videos.
4. The supervisor will confirm the student worker has completed the online training 30 days after they have begun work.

REMINDERS:

➢ Double check with the student worker to see if they received the email. If they have not, please contact HR.
➢ Returning student workers do not have to complete the training again.

Shared Spreadsheets

Several departments on campus hire a large number of student workers every semester. Because there are many steps in the hiring process, HR has developed shared spreadsheets for these departments as a communication tool. The spreadsheets also help the hiring supervisor keep track of all student workers hired in their area. Spreadsheets are located on the "Shared Hiring" shared drive. Any employee associated with hiring for the departments listed below will have access to this drive. HR and payroll also have access as the information entered on these spreadsheets can be useful in processing paperwork (HR) and paychecks (payroll). If access is needed, please contact HR.

Departments with Shared Spreadsheets

ACADEMIC SUCCESS & TUTORING CENTER (ASTC)
MATH ACTIVITIES CENTER (MAC)
EARLY LEARNING CENTER (ELC)
FEDERAL WORK STUDY (FWS)
COUNSELING
ACADEMIC SUPPORT SERVICES

Sample:

	A	B	C	D	E	F	G	H	I	J
1				Brand New Student Worker						
2			Hiring Supervisor			HR				
3	Today's Date	Last Name	First Name	Student ID	Packet Completed	Live Scan Results (Earliest Start Date)	Form 6 Filled Out	Packet Sent to HR	Packet Received in HR	
4	06/21/18	Smith	Amy	101470311	X	05/25/18	X	X	X	EXAMPLE
5										
6										
7										
8										

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