

FALL 2024 STUDENT HIRING & PROCESSING WEBINAR

presented by:

Erick Cuevas, Lead HR Operations Technician
Isabel Casas, FHTC Student Employment Advisor
Sara Alarid, HR Operations Technician

Wednesday, July 31, 2024

AGENDA

- **Introduction**
- **From Here to Career Program**
- **New: Pilot for Student Assistant Appointment Notice**
- **Wrapping up Summer**
- **Student Hiring**
 - Choosing the right Job Code
 - Action/Reasons
 - Module Entries
- **Contacts/Resources**
- **Q & A**

From Here to Career Program:

HR Student Hiring and Processing Webinar

Isabel Casas, FHTC Student Employment Advisor

July 31st, 2024



Meet the FHTC Team!



Nyla Dalferes

- *Director, Career Center*

Genesis Lozano

- *Career Counselor, On-Campus Student Employment*

Isabel Casas

- *From Here to Career, Student Employment Advisor*

Kelly N.

- *Lead On-Campus Student Employment Peer Mentor*

Minea O.

- *From Here to Career Peer Mentor*

Cesar R.

- *From Here to Career Peer Mentor*

Melissa M.

- *From Here to Career Peer Mentor*



From Here to Career Task Force:

Our program brought to you by the Division of Student Affairs in collaboration with the Career Center, Human Resources, and the University Student Union.



- Nyla Dalferes (*Director, Career Center*)
- Frank Stranzl (*Associate Director, Human Resources*)
- Kristen Pichler (*Human Resources Officer, USU*)
- Sharon Kinard (*Associate Director, USU*)



From Here to Career Mission

To empower student assistants and supervisors with the **essential skills** and **competencies** needed for success in the **dynamic world of work**. Guided by the National Association of Colleges and Employers Career Readiness Competencies, our 9-month program cultivates a comprehensive understanding of career and self-development, communication, critical thinking, equity and inclusion, leadership, professionalism, teamwork, and technology.



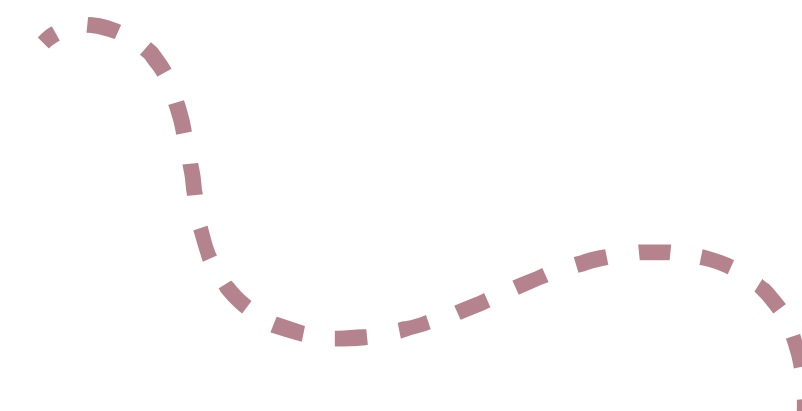
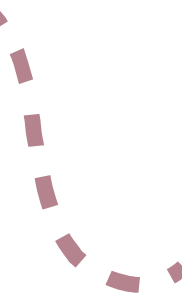
Career Readiness Competencies

Career readiness is the attainment and demonstration of competencies that prepare you for a successful transition to the workforce. Here are the most crucial competencies in today's labor market: [Career Competencies Handbook](#)





Student Employment as a High-Impact Practice!



On-Campus Student Employees

Through the **9-month program** (September to May), student assistants will learn key concepts and skills that future employers are looking for by:

- Engaging in an online asynchronous course
- Meet with peer mentors
- Gain access to a designated career advisor
- Learn from CSUN alumni who were student assistants



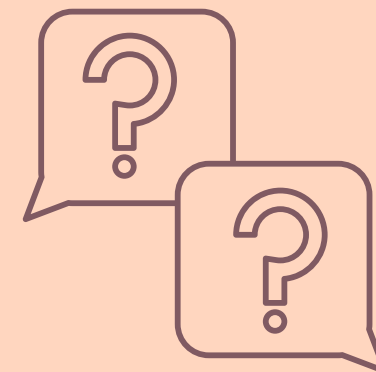
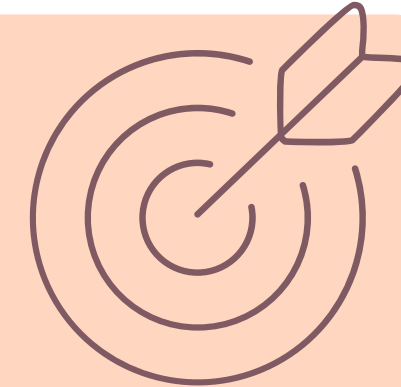
Upon completion of the program, students and supervisors will receive recognition at our **FHTC End-of-Year Celebration** in May!



Student Canvas Modules



- Welcome/Intro
- Workplace Readiness
- Self-Knowledge and Work-Life Balance
- Connecting My On-Campus Job to My Future
- Transferable Skills
- Diversity and Inclusion
- Job Search
- Networking Skills
- Leadership
- What's Next for Your Career Path?
- Exit Survey (Receive Certificate of Completion)



On-Campus Supervisors

As a supervisor, the program will support you by:



- Providing a structured professional development/career readiness program you can implement as part of your student employee's position
- Access to FHTC Supervisors Canvas Course, CareerLink Toolkit, and additional resources
- Build your on-campus supervising network and community by enhancing best practices and new ideas (e.g., establishing trust and rapport, setting clear expectations, empowering/motivating your student employees, etc.)



Supervisor Coffee Chats



- **Gather Feedback:**
Listen to your thoughts, experiences, and any challenges you may have while supervising students. General thoughts about the program thus far.
- **Identify Opportunities for Improvement:** Discuss any suggestions or recommendations to improve program effectiveness.
- **Open Dialogue:**
Share best practices among supervisors and learn from each other's experiences.



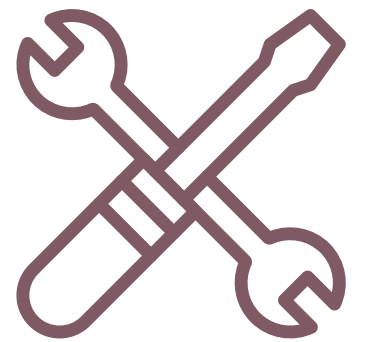
Benefits of Joining Our Program



Supportive Supervisor
Engagement



Alumni Networking
Opportunities



Access to Skills Toolbox
& Online Resources



Minimal Time
Investment



FHTC Programming



Fall 2024

September:

- *FHTC Kick-Off!*
- *Meet Your Peer Mentor*

October:

- *Alumni Meet-Up #1*

November:

- *Supervisors Coffee Chat*
- *Alumni Meet-Up #2 *virtual*

Spring 2025

February:

- *Alumni Meet-Up #3*

March:

- *Supervisors Coffee Chat*

April:

- *Alumni Meet-Up #4 *virtual*

May:

- *FHTC End-of-Year Recognition*

Successful Participation in the Program:



Supervisor

- Check-in with student(s) on their progress with monthly discussion guide questions
- Check Supervisors Canvas Course for program updates & announcements

(Estimated 30-min monthly)

Student Employee

- Complete monthly Canvas Modules & tasks
- Attend 1 Alumni Meet Up per semester
- Attend 1 FHTC Advisor Session per semester

(Estimated 30-min monthly)

**Alumni
Meet-Ups!**



**Career
Advising!**

**Community
Building!**



**Peer-to-Peer
Mentorship!**



**Networking
Opportunities
!**



End-of-Year Recognition!



Student Employment Celebration!



From Here to Career: Peer Mentor Recognition

Minea Ortega
On-Campus Student Employment & FHTC Peer Mentor

As a FHTC peer mentor, I am committed to guiding on-campus student employees towards their post-graduation endeavors. I see myself as a valuable resource, assisting them in taking their next steps beyond CSUN.

Looking ahead, my goal is to pursue a career in Occupational Therapy, leveraging my skills in healthcare to make a meaningful impact in the community.

Supervisor Testimonial:



"I appreciated the connections I made with the career center staff mostly. It was nice to check in with my student every month, but the long-term benefits of knowing staff across campus are beneficial to my position and being able to mentor more than the few students I supervise.

As a whole, the FHTC program is a great mentoring, grounding, and regrouping program. I learned a lot in the 9 months from other colleagues and was able to help students with career center questions because of the kindness of staff. Great program all around. "

-FHTC Supervisor 23-24

Student Testimonials:



"FHTC certainly helped me come out of my shell and discuss how to become a much more confident person in the workforce amongst my peers with its Meet-Ups and our monthly discussions. I highly recommend!"

-FHTC Student 23-24

"The FHTC program helped me to identify strategies and resources I could use to help me in my future career beyond student employment!"

-FHTC Student 23-24

Interested: Next Steps!



FHTC Registration



Ready to Sign-Up with
Student Employees Info?

Interest Form



Share Contact Info & Stay in
Touch Once You've Hired
Student Employees!

Spread the Word!

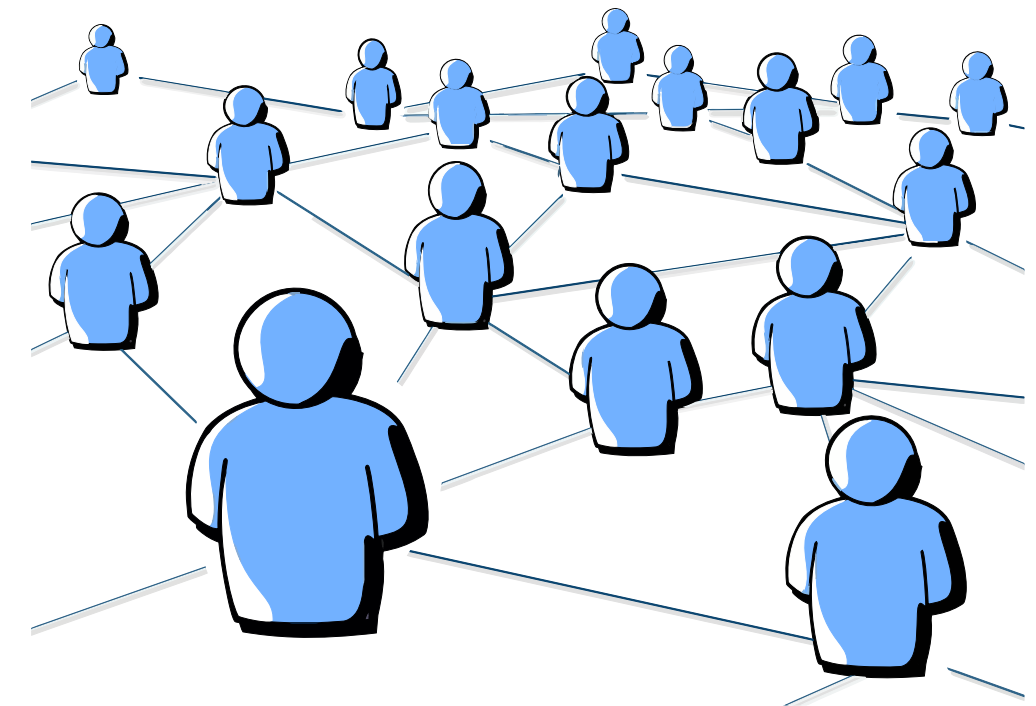


Invite your colleagues to our next info session:

Info Session #3

Tuesday, August 13th

10:00 AM - 11:00 AM



Meeting ID: 871 6474 5775

Passcode: 209387

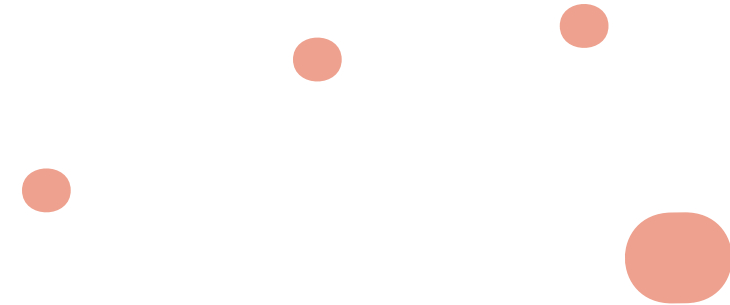


Thank You! Questions?

Contact Us:

isabel.casas@csun.edu

studentemployment@csun.edu



STUDENT ASSISTANT APPOINTMENT NOTICE



APPOINTMENT NOTICE STUDENT EMPLOYEE (SA)

7/25/2024

Andres Rojas

NR_andres.rojas.235@my.csun.edu

Dear Andres Rojas:

We are pleased to confirm your appointment as a **Student Assistant** at California State University, Northridge under the following classification:

[Job Code](#): 1874

Title: Brdg Stdnt Asst

Student Assistants are paid on an hourly basis and based on the needs of the department. All student assignments are conditioned upon budget and/or enrollment and automatically expires at the end of the period stated and does not establish consideration for a subsequent appointment. If the student has not worked in the appointed position for more than one month, the assignment will be considered expired and a separation will be initiated. No other notice shall be provided. No fee waiver is associated with this appointment. For any inquiries or questions related to this notice, please refer to the contact information provided below.

College or Division: ATHLETICS / VP_ADM_FIN

Department: Athletics/10301 Location: IA/ [Campus Map](#)

Contact: 818/677-3208

Begins: 06/01/2024

Ends: 07/30/2024

Hourly Rate: \$17.00

General Duties: [Class and Comp Hyperlink](#)

Range of Hours: During the Academic Semester, Student Assistants may work up to 20 hours per week total in all positions across campus.

- An appointment notice will be generated for all students who are hired, rehired, or have a new appointment. It will be generated approximately 14 days after the transaction is keyed.
- An appointment notice will be generated for all students who have updates made to their job information including hire, rehire, pay rate change, or effective date change

WRAPPING UP SUMMER

- All active 1874s will be automatically separated effective **July 31st**.
 - Last day to work under 1874 July 30th.
 - If you had a student in this classification who will continue working, please hire/rehire them as 1870 effective July 31st and onward.
 - 1874 code, when used for the summer transition, is usually meant for the summer months of June and July.
 - **EXCEPTION**: students who graduated in Spring and won't be returning in Fall can continue working through to August 20th, but cannot work past that date.
 - Extension (DTA/APT) needed on **1874** record
- July 31, 2024 is the first day students can begin to earn their 2024-2025 Federal Work-Study (FWS) award through an authorized FWS job under 1871.

WRAPPING UP SUMMER

- 1870s who are under half-time enrollment during summer can work up to 40 hours per week until August 17th
- Summer Sessions 1 and 3
 - Under 6 units if undergraduate level
 - Under 4 units if graduate level
 - If enrolled at half-time or more, then 20 hour max still applies throughout Summer Session
- Fall semester begins **Wednesday, August 21st**
- **August 18, 2024 to August 24, 2024** is a split week. Students may work up to a maximum of **28 hours** during this period.

SPLIT WEEK

- When the academic semester starts in the middle of a work week
 - For example, when the beginning of the semester is on a Wednesday, the 1st two days of week are still in the "Break" time period can be full-time, while the remaining days of the week would be under the restriction to work half- time.

Example:

- Monday = 8 hours
Tuesday = 8 hours
Wednesday = 4 hours
Thursday = 4 hours
Friday = 4 hours
- Total hours that can be worked in this “split” week scenario is 28 hours.
The actual hours per day worked in that week can be in any combination resulting in the slightly higher than 20 hours per week cap.

STUDENT MODULE

Job Codes used in the Student Module:

➤ **1870 - Student Assistants**

➤ 1871, 1872 - Work-Study

➤ LAEP program has been paused for AY 2024-25. No students should be hired for 1880, 1882

➤ 1868 – Student Employee

➤ J-1 and F-1 Visa students only

➤ 1874 - Taxable (based on student enrollment)

➤ Usually reserved only for summer session

➤ Use during academic semesters is case by case basis

➤ **1150 - Instructional Student Assistants**

➤ 1151, 1153 Work Study

➤ 1152 - Off Campus

BACKGROUND CHECK – STUDENT WORKERS

- ▶ Student Assistants, Instructional Student Assistants
- ▶ Teaching Associates, Graduate Assistants
- ▶ only required to undergo a background check **if required by law**
 - ▶ working with minors
 - ▶ Sworn CSU Police Personnel
 - ▶ Police Officer Cadets & Dispatchers
 - ▶ positions with access to stored criminal offender record information, patients, drugs or medication
 - ▶ cash handling responsibilities
- ▶ Questions regarding the background check process should be directed to backgroundchecks@csun.edu

SIGN-IN PROCESS

- All student workers will need to sign in if it is their first appointment, or they haven't worked at CSUN in 18 months.
- To schedule a sign in appointment, please e-mail hrcustomerservice@csun.edu
 - Office Hours: Monday-Friday, by appointment only.
 - Provide all new hires with New Employee Sign in Form as it is required for appointment scheduling – must be completed by dept.

REMINDER ON MEALS AND BREAKS

- Generally, students shall be given a 15-minute break during a 4-hour shift, and at least a 30-minute break for lunch during a 5 to 6-hour shift.
- The 15-minute break is paid time; the 30-minute lunch is unpaid time. The 15-minute break cannot be accumulated for lunch and cannot alter the normal work schedule.
- For additional guidelines, please reference [Rest Break and Meal Period Scenarios](#)

STUDENT MODULE

1870 Student Assistants

- Once the student is hired, they can be terminated and rehired based on department's need
 - Best practices:
 - Always enter an end date for the student
 - Notify the student!
 - Ensure all hours worked are entered and approved
 - Enter separation one day after last hours reported
 - Notify your payroll tech!
- Effective 01/01/2024, minimum wage is now \$16.00 per hour

STUDENT MODULE

1870 Student Assistants

- Action/Reasons available:
 - **HIR/CON:** Hire/Concurrent Job
 - **TER/END:** Termination/End Temporary Appointment
 - effective date = last day worked + one calendar day!
 - only after all hours are entered & approved in timesheet
 - **REH/REH:** Rehire/Rehire
 - **PAY/SPC:** Pay Rate Change/Student Pay Change
 - for merit increases
 - **DTA/APT:** Data Change/New Temp Appointment

STUDENT MODULE

- ▶ In CSUN portal, under HR, Select “HR Admin” and then “Student Employment”

HR Admin
Human Resources

- Manager Workbench
- Data Warehouse
- View Master Payroll
- Certify Master Payroll
- Employee Summary Data
- Update Campus Directory
- Part Time Faculty
- Student Employment**

*Please note:
your options
may vary*

STUDENT MODULE

- Search for the student you would like to hire, or update.

Student Employee Search

Student Administration

Work Study


Student Search Information (enter at least 1)

Empl ID	<input type="text"/>	National ID	<input type="text"/>
Last Name	<input type="text"/>		
First Name	<input type="text"/>		

Student Employee Search

 Notify

 Refresh

 Add

 Update/Display

 Include History

STUDENT MODULE

- ▶ After searching for the employee, you will be directed to the “Student Job Summary” page
 - ▶ Add a concurrent job (used for new hires)
 - ▶ add a row to an existing job

Student Job Summary

Empl ID [REDACTED] Birthdate [REDACTED] National ID [REDACTED]
Name [REDACTED]





[New Search](#) [Previous Search Results](#) [Add Student Concurrent Job](#)

Student **Future Job [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) First ◀ 1 of 1 ▶ Last

Student Current Job												Personalize Find View All Print Calendar			First	◀	1 of 1	▶	Last
Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Std Hours	FTE	Add	Edit	Job History	Time Rpt					
0	08/03/2022	0	99741160	10106	1870	Active	HIR	CON	4.00	9.999999	Add	Edit	Job History	Time Rpt					

Add Student Job

Empl ID 109818135 Nbr 0 Matty Matador

Student Job Information			
Payroll Status	Active		
*Effective Date	<input type="text" value="07/31/2024"/> 	Effective Seq#	0
*Action/Reason	HIR	<input type="text" value="CON"/> 	
*Position Number	<input type="text" value="99742650"/> 	Student Assistant	
Department	10011	Office of Human Resource -8229	
Job Code	1870	Student Asst	
Sal Plan	E08	Grade	0
*Hourly Rate	<input type="text" value="16.00"/>	*Standard Hours	<input type="text" value="4.00"/>
Expected End DT	<input type="text" value="05/23/2025"/> 		

Save

Cancel

Pay increase for an 1870 student

Add Student Job

Empl ID [REDACTED] Nbr 0 [REDACTED]

Student Job Information			
Payroll Status	Active		
*Effective Date	<input type="text" value="08/30/2024"/>	Effective Seq#	0
*Action/Reason	<input type="text" value="PAY"/>	<input type="text" value="SPC"/>	
*Position Number	<input type="text" value="99741586"/>	Student Assistant	
Department	10176	Psychology-8255	
Job Code	1870	Student Asst	
Sal Plan	E08	Grade	0
*Hourly Rate	<input type="text" value="17.500000"/>	*Standard Hours	<input type="text" value="4.00"/>
Expected End DT	<input type="text" value="05/23/2025"/>		

Save

Cancel

Checking Job History

Student Current Job													Personalize	Find	View All	First	1-3 of 3	Last
Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Std Hours	FTE	Add	Edit	Job History	Time Rpt				
1	01/01/2024	0	99746868	10011	1870	Active	PAY	MOU	4.00	0.100000	Add	Edit	Job History	Time Rpt				

Student Job History

Empl ID

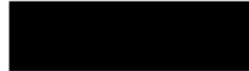


Birthdate 02/26

National ID



Name



Student Job History - Display Only													Personalize	Find	View All	First	1 of 1	Last
Empl Rcd Nbr	Effect Date	Effect Seq	Position	DepID	Job Code	Payroll Status	Action	Reason Code	Standard Hours	FTE	Comp Rate	Expected End Date						
0	04/01/2024	0	99742885	10176	1150	Active	HIR	CON	4.00	0.100000	17.020000	08/20/2024						

[Return to Job Summary](#)

Add Student Job

Extending an 1870 student

Empl ID [REDACTED] Nbr 1 [REDACTED]

Student Job Information			
Payroll Status	Active	<i>This means the previous appt. end date was 08/20/24</i>	
*Effective Date	08/21/2024	Effective Seq#	0
*Action/Reason	DTA	APT	
*Position Number	99746868	Student Assistant	
Department	10011	Office of Human Resource -8229	
Job Code	1870	Student Asst	
Sal Plan	E08	Grade	0
*Hourly Rate	16.000000	*Standard Hours	4.00
Expected End DT	05/23/2025		

Remember, no gaps between appointments!

Save

Cancel

Separating an 1870 student

Add Student Job

Empl ID [REDACTED] Nbr 0 [REDACTED]

Student Job Information			
Payroll Status	Active	<i>This means that the last day worked was 09/13/24</i>	
*Effective Date	09/14/2024	Effective Seq#	0
*Action/Reason	TER	END	
*Position Number	99741586	Student Assistant	
Department	10176	Psychology-8255	
Job Code	1870	Student Asst	
Sal Plan	E08	Grade	0
*Hourly Rate	17.500000	*Standard Hours	4.00
Expected End DT	05/23/2025		

Save

Cancel

STUDENT MODULE

1150 Instructional Student Assistants

- ▶ Academic Student Employees (R11)
 - ▶ same union as Teaching Associates & Graduate Assistants
 - ▶ Have separate appointment letters generated by department to stipulate the job's duration, job duties, etc.
 - ▶ no gaps between continuing appts.
 - ▶ As of 07/01/2023, 1150 minimum is \$17.01
 - ▶ Currently still awaiting guidance from Chancellor's Office on 07/01/2024 Salary increases for Unit 11

STUDENT MODULE

1150 Instructional Student Assistants

- ▶ Action/Reasons:
 - ▶ **HIR/CON:** Hire Concurrent Job
 - ▶ **TER/END:** Termination/End Temporary Appointment
 - ▶ effective date = last day worked + 1 calendar day
 - ▶ use only after all hours are entered and approved
 - ▶ **REH/REH:** Rehire/Rehire
 - ❖ **DTA/APT:** Data Change/New Temporary Appointment
 - ❖ Used for extensions or pay rate changes

Add Student Job

Empl ID 109818135 Nbr 0 Matty Matador

Student Job Information			
Payroll Status	Active		
*Effective Date	<input type="text" value="08/30/2024"/>	Effective Seq#	0
*Action/Reason	HIR	<input type="text" value="CON"/>	
*Position Number	<input type="text" value="99744139"/>	Instructional Studnt Asst	
Department	10171	Anthropology-8244	
Job Code	1150	Instr Stdnt Asst	
Sal Plan	110	Grade	0
*Hourly Rate	<input type="text" value="20.00"/>	*Standard Hours	<input type="text" value="4.00"/>
Expected End DT	<input type="text" value="05/23/2025"/>		
PPT Run Date	<input type="text" value="07/30/2024"/>		
Empl History Remark	<input type="text"/>		
PPT Processing Comments	<input type="text"/>		

Save

Cancel

Add Student Job

Separating an 1150 Student

Empl ID [redacted] Nbr 0 [redacted]

Student Job Information

Payroll Status Active



This means that the last day worked was 10/11/24

*Effective Date 10/12/2024 Effective Seq# 0

*Action/Reason TER END

*Position Number 99742885 Instructional Studnt Asst

Department 10176 Psychology-8255

Job Code 1150 Instr Stdnt Asst

Sal Plan 110 Grade 0

*Hourly Rate 17.500000 *Standard Hours 4.00

Expected End DT 05/23/2025

Save

Cancel

Checking Job History

Student Current Job													Personalize	Find	View All	First	1 of 1	Last
Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Stnd Hours	FTE	Add	Edit	Job History	Time Rpt				
0	04/01/2024	0	99742885	10176	1150	Active	HIR	CON	4.00	0.100000	Add	Edit	Job History	Time Rpt				

Student Job History

Empl ID [REDACTED] Birthdate 02/26 National ID [REDACTED]
Name [REDACTED]

Student Job History - Display Only													Personalize	Find	View All	First	1 of 1	Last
Empl Rcd Nbr	Effect Date	Effect Seq	Position	DepID	Job Code	Payroll Status	Action	Reason Code	Standard Hours	FTE	Comp Rate	Expected End Date						
0	04/01/2024	0	99742885	10176	1150	Active	HIR	CON	4.00	0.100000	17.020000	08/20/2024						

[Return to Job Summary](#)

Add Student Job

Extending an 1150 student

Empl ID [REDACTED] Nbr 0 [REDACTED]

Student Job Information

Payroll Status	Active		
*Effective Date	08/21/2024	Effective Seq#	0
*Action/Reason	DTA	APT	
*Position Number	99742885		Instructional Studnt Asst
Department	10176		Psychology-8255
Job Code	1150		Instr Stdnt Asst
Sal Plan	110	Grade	0
*Hourly Rate	17.500000	*Standard Hours	4.00
Expected End DT	12/23/2024		

This means the previous appt. end date was 08/20/24



Remember, no gaps between appointments!

Save

Cancel

BREAKS AND HOLIDAYS

- ▶ Non-academic period from December 24, 2024 to January 14, 2025. During that period, a student may work a maximum of 40 hours per week for all student jobs combined. In no circumstance can student employees work more than 40 hours in a work week.
 - ▶ Under no circumstances are students to work overtime.
- ▶ Campus holidays for the Fall semester are observed on September 2, November 28-29, and December 25-31. Student Assistants are **not** expected to work on those days.
 - ▶ If there is a critical requirement to work those days, department needs formal request sent to AVP of HR for approval.

ADDITIONAL INFO DURING FALL

- During the academic semester, **student employees may work up to, but no more than 20 hours per week in all positions combined**.
- The work week begins on Sunday and ends on Saturday. The 20-hour restriction is applicable regardless if the week falls in a single pay period or includes a portion of another pay period.
- If a student has multiple jobs, it is their responsibility to coordinate all work schedules with their supervising managers.
- Self-reporters – those responsible for entering their own time directly in the system -- must only report time worked after the work has been performed.
- Advance time entry is not allowed. Students who are not self-reporters must record time on the paper [Timesheet](#) and submit the document to their department(s).

CONTACTS

Human Resources & Financial Aid Contact	Contact Information
Joe Medina Academic Personnel & Payroll Operations Manager	joe.medina@csun.edu (818) 677-6687
Classification & Compensation Diana Medina	hrclass-comp@csun.edu (818) 677-2101
FA Counselor/FWS Coordinator	work.study@csun.edu (818) 677-2373

- For hiring & processing questions, contact the [appropriate HR Operations technician for your department](#)

RESOURCES

- HR Toolkit: www.csun.edu/hr/hr-toolkit
- CSU Salary Schedule: <https://www.calstate.edu/hradm/salaryschedule/salary.aspx>
- Student Assistant Work Study Salary Schedule: <https://www.csun.edu/careers/student-assistant-work-study-salary-schedule>
- Payroll Calendar: <https://www.csun.edu/payroll/payroll-calendars-schedules>
- Student Assistant Federal Work-Study Compensation Plan
<https://www.csun.edu/careers/student-assistant-compensation-plan>
- Academic Student Employee (R11) contract: <https://www.uaw4123.org/unit-11-contract>

QUESTIONS?

THANK YOU!