

Non-Academic Student Employment Handbook




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Section 1: Purpose of the Guide

This guide is designed to help departments understand the student employment programs available at San José State University (SJSU), including related policies, procedures, and compliance requirements. It focuses solely on **Non-Academic Student Employment (NASE)**, which include Unit 15 Student Assistants and non-represented Off-Campus Work-Study students. Throughout this guide, the terms "Student Employees" and "Student Employment" refer exclusively to Non-Academic Student Employees (NASE).

If you have additional questions, please contact your Payroll/Personnel Analyst. See the [Your University Personnel Representative](#) directory to identify the analyst assigned to your department.

 **Note:** this guide does not include information regarding **Academic Student Employees** (e.g., Instructional Student Assistants, Graduate Assistants, Teaching Associates). For questions regarding academic student employees, please contact up-facultyservices@sjsu.edu.

Why Student Employment Matters


Student employment at SJSU supports the university's educational mission by:

- Providing students with part-time job opportunities that supplement their income
- Offering meaningful on-campus work experiences aligned with student development
- Encouraging responsibility, communication, and professional skill-building
- Ensuring employment remains secondary to academic success

Student roles cannot be used as substitutes for staff positions. Compared to staff, student jobs typically involve less complex tasks and require minimal prior experience or specialized training.

When to Use Student Employment

Use student classifications only when the assignment is designed specifically for a student employee. If the duties more closely align with an established staff classification—due to complexity, responsibility, or required knowledge—a staff position must be used instead.


 **Misclassification may create compliance and equity concerns.** If unsure, contact Classification & Compensation for guidance.

Section 2: Student Employment Programs

San José State University offers several student employment classifications specifically designed for **Non-Academic Student Employees (NASE)**. NASE classifications are organized into two primary categories:

1. **Student Assistants (represented by Unit 15)**, including regular Student Assistants, Federal Work-Study (FWS) on-campus appointments, Bridge Student Assistants, and Non-Citizen Status (NCS) Student Assistants.
2. **Off-Campus Work-Study employees (non-represented)**, including students with off-campus Federal Work-Study assignments.

These programs aim to provide meaningful part-time employment opportunities for students while supporting their academic goals and financial needs. Appointments must always use the appropriate classification based on student eligibility, funding source, and citizenship status.

 **Note:** All student employment must comply with CSU policy [HR 2014-08](#) and is not to be used in place of staff positions. If the duties require significant training or experience, a staff classification may be more appropriate.

Student Assistant Classifications (Unit 15)**Student Assistant (1860)**

This classification is the most common for hiring student workers using department funds (General, Trust, or Foundation) and is used for on-campus student employees whose wages are not funded through Federal Work-Study.

Key Notes:

- Enrolled at least half time; exempt from FICA
- Hourly pay funded by department budgets (General, Trust, or Foundation)
- Requires an appointment for each term or academic year
- Work must not exceed 20 hours per week during academic terms or 40 hours per week during breaks
- Flexible schedules that support academic success

Summer and winter breaks are separate academic terms and require separate appointments unless winter is covered under an academic-year appointment.

Federal Work-Study (On-Campus FWS—1861 and 1875)

Used for on-campus student employees who have a FWS award through Financial Aid.

Key Notes:

- 1861: On-campus FWS; enrolled at least half time; exempt from FICA
- 1875: On-campus Bridge FWS; enrolled less than half time; subject to FICA
- Funded by federal financial aid and subject to earnings limits
- Requires an appointment for each term or academic year
- Departments must not allow students to exceed their authorized FWS award

Bridge Student Assistant (1874)

Used for students who do not qualify for the FICA exemption due to enrollment.

- Must have been enrolled in the prior term and be enrolled in the next term
- Used during summer break or the term immediately following graduation
- Requires a separate appointment for each term

International Student — NCS (Non-Citizen Status, Job Code 1868)

Job Code 1868 is used for Non-Citizen Student Assistants including, but not limited to F-1, J-1, and DACA students.

- Non-Citizen students must be appointed under this job code unless the SJSU Tax Specialist has confirmed they qualify as a 'Resident Alien for Tax Purposes'.
- F-1 and J-1 students must be enrolled full-time during the academic term or have an approved Reduced Course Load (RCL) through International Student & Scholar Services (ISSS). Please refer to [Reduced Course Load](#) for additional information or contact ISSS.


Contacts for Support:

- F-1 and J-1 students: International Student & Scholar Services (ISSS) | 408-924-5920
international-office@sjsu.edu
- DACA students: UndocuSpartan Student Resource Center | 408-924-2762
undocuspartan@sjsu.edu

Student Trainee Off-Campus Work-Study (Non-represented)

Off-Campus Work-Study (Non-represented) is a category under **Non-Academic Student Employees (NASE)** and part of the Federal Work-Study (FWS) Program, a financial aid initiative for students with demonstrated financial need. It allows students to work off campus, typically at local schools, non-profits, city/county agencies, and community organizations, while earning wages funded partly through federal FWS funds.


Unlike on-campus FWS jobs, off-campus positions involve employers external to SJSU. These employers must participate in the program and often provide roles aligned with community service or public interest goals.

 **Note:** Off-Campus Work-Study positions are not represented under Student Assistant (Unit 15).

Federal Work-Study (Off-Campus FWS—1872 and 1876)

Used for off-campus student employees who have a FWS award through Financial Aid.

- 1872: Off-campus FWS; enrolled at least half time; exempt from FICA
- 1876: Off-campus Bridge FWS; enrolled less than half time; subject to FICA
- Students must be placed through the Financial Aid office
- Requires an appointment for each term or academic year
- Must have been enrolled in the prior term and be enrolled in the next term
- Funded through FWS; students must remain within their earnings limit.

 **Note:** All Bridge Student Classifications (1874, 1875, and 1876) contribute into Medicare and participate in a mandatory retirement plan, the Part-time/Seasonal/Temporary Retirement Plan, in lieu of Social Security. Please refer to the [PST Retirement Plan](#) guide for additional information.


Section 3: Eligibility and Work Hours

Student Eligibility Requirements

Eligibility for employment described in this section applies exclusively to **Non-Academic Student Employees (NASE)**.

- Be considered matriculated (enrolled in a degree-seeking program at SJSU).
- Maintain enrollment of at least half-time (6 units for undergraduates; 4 units for graduate students) during the academic semester. Refer to [International Students](#) above for enrollment requirements for F-1 and J-1 visa holders.
- Be in good academic standing with the University (not on academic probation).
- Complete Form I-9, submit all required new-hire documents, and receive an Employment Verification Confirmation (EVC) from University Personnel before beginning work.

Bridge Student Assistants may be employed during the term immediately following graduation, provided their appointment is made in advance.

 **Reminder:** Summer and winter breaks are separate academic terms and require separate appointments unless winter is covered under an academic year appointment.

First-time Students

- First-time students admitted to the University may not begin work under any Non-Academic Student Employee classification before the first day of the academic term for which they are enrolled.
- Because they were not enrolled during the preceding term, they do not qualify for a Bridge Student Assistant appointment (Job Code 1874).
- Until classes have begun, they are also ineligible for regular Student Assistant or Federal Work-Study positions because they are not yet “regularly attending” classes.
- Departments that need a new admit to work before the term starts may hire the individual through the non-student hire process instead.

Maintaining Employment Eligibility

To continue working, Non-Academic Student Employees must:

- Remain enrolled at least half-time during the academic term.
- Do not exceed the maximum allowable work hours.
- Maintain eligibility for employment throughout the term (e.g., enrollment status, FWS eligibility, visa/work authorization, if applicable).

⚠ Departments should monitor eligibility and consult with University Personnel if a student’s academic or employment status changes. Failure to meet eligibility requirements may result in immediate termination of employment.

Remote Work and Telecommuting

Non-Academic Student Employees are expected to perform their work on-site at an approved SJSU location.

- Working from outside California is not permitted.
- NASE employees are not eligible for telecommuting.

The SJSU Telecommuting Policy does not apply to **Non-Academic Student Employees**.

Departments must ensure all student work is performed in person, unless otherwise directed by University Personnel in extraordinary circumstances.

Work Hour Limitations

Non-Academic Student Employee positions support students while prioritizing their academic success.

Maximum Work Hours

- Up to **20 hours per week** when classes are in session (includes all SJSU positions combined)
- Up to **40 hours per week** during breaks (e.g., winter, summer, spring break) and not attending classes
- Non-Academic Student Employees enrolled in any units during a break (e.g., summer session) are limited to **20 hours per week**, regardless of classification.
- Work hours must be scheduled to support the students’ academic progress and comply with CSU student employment policy.

⚠ If a student exceeds the allowed hours, refer to the “Overtime” section below for guidance on compliance and pay obligations.

Quick Reference Table

Time Period	Enrollment Status	Maximum Hours per Week	Appointment Required
During Academic Term	Enrolled; regularly attending classes	20 hours	Semester or Academic Year appointment
During Academic Term (fall/spring break)	Enrolled; not attending classes	40 hours	Covered by existing appointment
Academic Breaks (winter/summer)	Enrolled	20 hours	New appointment unless winter covered by AY appointment
Academic Breaks (winter/summer)	Not enrolled	40 hours	New appointment unless winter covered by AY appointment
Bridge Period (summer or post-graduation)	Not enrolled	40 hours	New Appointment

 **Reminder:** All employees must report hours on the actual day worked.

Multiple Positions

Non-Academic Student Employees may hold multiple positions within SJSU, but they are responsible for monitoring their total hours to ensure compliance with university limits.

Key Guidelines:

- May work in more than one student classification (e.g., 1860 + 1861), but total hours may not exceed 20 hours per week during the academic term or 40 hours per week during breaks.
- Employees are responsible for tracking and managing their hours across all jobs.
- May work for both SJSU and an auxiliary or affiliated organization (e.g., Spartan Eats), but total SJSU employment must still remain within allowable limits.

 **Students employed in staff or faculty classifications may not simultaneously work in a Non-Academic Student Employee Classification.**

FICA Exemption

Non-Academic Student Employees may be exempt from Social Security and Medicare (FICA) taxes under the Internal Revenue Code Section 3121(b)(10) if they meet specific criteria. This is commonly referred to as the Student FICA Exception.

To qualify for the exemption:

- The student must be enrolled and regularly attending classes at the University.
- The student’s employment must be incidental to—and solely for the purpose of pursuing—their course of study; the relationship between the employer and the student must be primarily educational.
- The student must not be classified as a career or professional employee (i.e., receiving benefits such as paid vacation, retirement, or health coverage).

The FICA exemption generally applies during:

- Both fall and spring semesters, as long as the student is enrolled at least half-time.
- Academic breaks of five weeks or less (e.g., winter or spring break), provided the student:
 - Was enrolled at least half-time in the academic term immediately before the break, and
 - Is expected to enroll at least half-time in the academic term immediately following the break.

If the student is **not enrolled** or the break between terms **exceeds five weeks**, the FICA exemption does not apply, and the student will be subject to FICA withholding.

Bridge Appointments

Bridge appointments are used when students do not meet the FICA exemption, typically because they are not enrolled or are enrolled less than half-time. The Bridge classification allows continued student employment during summer and post-graduation work, under the following conditions:

- **Non-Academic Student Employees (NASE)** must have been enrolled in the prior term and either:
 - **Are** enrolled in the following term, or
 - Worked during their final semester and **are** within one term of graduation
- Bridge appointments for summer term use Job Codes 1874 (Bridge Student Assistant), 1875 (FWS Bridge – On-Campus), or 1876 (FWS Bridge – Off-Campus).
- Students may be:
 - **Not enrolled:** allowed to work up to 40 hours per week
 - **Enrolled less than half-time:** limited to 20 hours per week
- Bridge appointments require a separate appointment for winter and summer terms.

⚠ Work-study Bridge appointments may not continue after graduation.

Graduating Seniors

Graduating seniors may continue working through specific periods depending on their graduation term:

- Fall graduates may work through the winter break following graduation.
- Spring graduates may work through the summer term immediately following graduation.
- International students may only work through the last official day of the academic term in which they graduate.

⚠ Once a Non-Academic Student Employee (NASE) has graduated, they must be appointed under the appropriate Bridge classification (1874) and must meet all eligibility requirements for bridge employment.

Section 4: Non-Academic Student Employees (At-a-Glance)

Classification	Job Code	Union (R15)	When to Use	Funding Source	Enrollment Requirement
Student Assistant	1860	Yes	On-campus work, not FWS funded	Dept Funds	Enrolled at least half-time
Nonresident Student Assistant (NCS) ¹	1868	Yes	On-campus student with Non-Citizen Status	Dept Funds	Enrolled full-time or approved RCL ²
(FWS On-Campus)	1861	Yes	On-campus, FWS funded	Federal Work-Study	Enrolled at least half-time
FWS (Off-Campus)	1872	No	Off-campus, FWS funded	Federal Work-Study	Enrolled at least half-time
Bridge Student Assistant	1874	Yes	Summer break or term after graduation ³	Dept Funds	Prior and future enrollment required
FWS Bridge (On-Campus)	1875	Yes	On-campus, FWS-funded during summer ³	Federal Work-Study	Enrolled less than half-time between terms
FWS Bridge (Off-Campus)	1876	No	Off-campus, FWS funded during summer ³	Federal Work-Study	Enrolled less than half-time between terms

Footnotes:

- Job Code 1868** is only used for F-1, J-1, or DACA students unless designated a Resident Alien for Tax Purposes by the SJSU Tax Specialist.
- RCL** refers to a Reduced Course Load authorized by International Student & Scholar Services (ISSS).
- Bridge appointments** are used (1) during summer when a student is not enrolled or is enrolled less than half-time, and (2) in the term immediately following graduation.

Section 5: Recruitment and Hiring Procedures

San José State University is an equal opportunity employer. The university prohibits discrimination based on age, ancestry, caste, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, marital status, medical condition, military status, nationality, race, religion, religious creed, sex, sexual orientation, sex stereotype, and veteran status. This policy applies to all San José State University students, faculty, and staff, as well as university programs and activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Reasonable accommodation is made for applicants with disabilities who self-disclose. San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Posting and Advertising the Position

Recruitment and hiring procedures in this section apply exclusively to **Non-Academic Student Employees (NASE)**.

- Post job openings via the [Career Center's Handshake](#) platform.
- Include clear information about duties, work hours, location, pay rate, minimum qualifications, and required background check if applicable.
- SJSU complies with the **City of San José's minimum wage ordinance**. Departments must offer at least the current minimum hourly rate.
- Ensure the duties assigned are appropriate for student employment and do **not replace bargaining unit work**.
- **Background checks are required** in the following areas: Athletics, Enrollment Services, Finance, Housing, Information Technology, Student Affairs, University Personnel, or any position that involves access to Level 1 confidential data. When in doubt, consult your [Recruiter](#).

Interviewing and Selection

Departments may use informal or formal interviews depending on the position. Select the student who meets the qualifications and demonstrates readiness to perform the duties.

- Be consistent and fair in evaluating candidates. It's important to ensure that all applicants are given equal opportunities throughout the interview process. All candidates must be interviewed using the same method—either all via Zoom or all in person—as required by Chancellor's Office guidance.
- Per guidance from the Office of General Counsel at the Chancellor's Office, we do not record interviews. In the event that a search committee member is unable to attend an interview, they will not be eligible to provide any comments or feedback regarding that particular candidate following the interview.
- Avoid questions about protected characteristics such as race, religion, sexual orientation, age, or immigration status.
- Verify that the student meets enrollment and academic standing requirements. Ask the student to provide proof of enrollment and submit this information to the hiring department.
- Once selection has been made:
 - Confirm the student's enrollment eligibility (see [Section 3](#)).
 - If a background check is required for this position, initiate it now. If you are unsure whether a check is required, consult your [Recruiter](#). Proceed with the next steps once you receive approval from University Personnel.
 - International students with F-1 or J-1 visas must see an International Student Advisor and bring an official job offer letter from the hiring department. Direct students to the [International Student & Scholar Services](#) office located in the Student Union (College of Professional and Global Education).

After Offering the Position

Once a candidate has accepted the job offer:

- Complete the [Student Appointment Letter](#) and provide a copy to the employee.
- Initiate the [Non-CHRS Recruiting Onboarding: Form I-9](#).
- Request the student's current class schedule, if not already submitted during the interview.
- Find out if the student is currently working in another department, and discuss the student employment work hour limits. Be sure the student understands that total hours across all jobs must not exceed 20 hours per week during academic sessions or 40 hours per week during breaks.

! Under no circumstances may students begin working before receiving their Employment Verification Confirmation (EVC) from University Personnel.

Work Authorization and EVC

Student employees must be cleared to work before their first day.

University Personnel staff will initiate the following:

- New Employee Forms through DocuSign.
- Initiate the Form I-9 using an electronic I-9 solution by Tracker called I-9 Complete. The student will receive emailed instructions from i9complete@trackercorp.com, including a link to complete Section 1 of the Form I-9 electronically.
- Contact the student with instructions for submitting acceptable documentation to complete the I-9 process.
- Once all forms have been completed, University Personnel will issue an electronic Employment Verification Confirmation (EVC), confirming for both the employee and the department that the student is authorized to begin working.
- **I-9 reverification:** University Personnel tracks expiring work authorization; do not schedule work beyond authorization end dates.

Non-Academic Student Appointment Terms and Duration

Appointments must align with both the student's job classification and current academic status.


- **Fall/Spring appointments** must end no later than the last day of the academic term.
- **Bridge appointments** (Summer or Post-Graduation) must be processed separately due to changes in academic status and FICA exemption rules.
- Appointments may be made for a single academic term (fall, spring, winter, or summer), or for the full academic year (fall and spring combined). A new appointment form must be submitted for each term, unless winter is already covered by an academic-year appointment.

Submit the Student Assistant Appointment Form

Complete the [Student Assistant Appointment Form](#) via OnBase. Including:

Student name and ID

- Position number
- Description of duties
- Applicable [work category](#) (e.g., Athletics, Office Support, Research)
- Upload the Student Appointment Letter in PDF format
- Start and end dates must align with the defined academic term (semester, academic year (AY), summer, or winter):
 - The start date **must be the first day the student actually worked**; it cannot be moved later, regardless of when the EVC was received.
 - The end date must align with the academic calendar:
 - For fall-only appointments, end on the last day of the fall semester.
 - For winter appointments, end the day before the spring semester begins.
 - For spring-only appointments, end on the last day of the spring semester.
 - Summer appointments end on the day before the fall semester begins.
 - Academic-year appointments end on the last day of the spring semester.
- Select an Approver (Department Chair, MPP, or designated University Personnel contact). The form will automatically route for approval.
- The department Admin/Contact will receive email notifications when:
 - The form is approved
 - Updates are needed
 - Processing is complete
- Multiple work categories can be entered and must total 100%.
- Incomplete forms or missing attachments will result in delays.

 The Student Assistant Appointment Form is applicable to all Non-Academic Student Employment classifications.

Non-Academic Student Hiring Timeline – Step-by-Step

- Job Offer Made
 - Confirm enrollment and eligibility
 - If required, initiate a background check (Athletics, Finance, IT, etc.)
- Appointment Letter Completed
- Non-CHRS Recruiting Onboarding: Form I-9
- I-9 and Onboarding Initiated
- Student completes I-9 Section 1 and submits documents
- University Personnel reviews forms and sends the EVC to the student and department
- Submit Student Appointment Form via OnBase

Orientation and Training

The immediate supervisor is responsible for ensuring that all new Non-Academic Student Employees receive a complete orientation and any necessary training while employed as a student assistant. The format and content of orientation and training may vary by department.

Section 6: Compensation and Time Reporting

Departments must ensure that all student employees receive instruction on how and when to report time, how to receive pay, and how to manage their tax withholding and direct deposit.

Students are paid hourly based on actual time worked and time must be reported accurately and on time.

Pay Rates

- SJSU complies with the City of San José's minimum wage ordinance.
- Pay rates may not exceed the maximum salary allowed for each classification. Refer to the [CSU Student Assistant salary schedule](#) for current maximums.
- Each department determines the appropriate rate within the salary range, based on the job duties, experience required, and departmental equity.
- Raises may be given at the department's discretion.
 - Increases must be effective the first day of the pay period and may not be retroactive.
 - Submit the [Student Appointment Form](#) via OnBase and select the action of "Pay Rate Change."

Time Reporting and Approval

Departments are responsible for ensuring that hours are properly recorded, submitted, and approved on time to avoid payment delays.

Students must submit their hours in SJSU@Work (PeopleSoft) each month.

- Timesheets must reflect the actual hours worked each day.
- Students cannot report hours for days they were not actively working.

Departments Using Self-Service


- Students must track and submit time using SJSU@Work (PeopleSoft).
- Hours must be reported on the day they are worked.
- Ensure that students enter their hours by the last day of the pay period.
- Confirm that hours are accurate.
- Approve time by the first workday of the following month.
- Communicate timesheet deadlines and consequences of late submission.
- Hourly approvers will receive an email notification once reported time has been processed and is ready for approval. You will not be able to approve time before this notification is sent.
- Late time entry or approval will result in paycheck delays.

Departments Not Using Self-Service

Departments that do not use self-service must designate a department timekeeper. Additional requirements include:

- Keep track of students' work hours. The [Hourly Time Sheet](#) may be used as a tool to review hours worked.
- Training is required to obtain access to enter time on behalf of hourly employees:
 - Held every Friday at 11:00 a.m.
 - Email: payroll-services@sjsu.edu to register
- Timekeepers must:
 - Collect signed timesheets.
 - Enter all reported hours directly into SJSU@Work by the last day of each pay period.
 - Ensure accuracy and timely submission to avoid payment delays.
 - Retain all signed timesheets in the department for 5 years.

Missed Time Submissions

 **Students are not permitted to enter time for prior pay periods** because self-service access is restricted after each pay period closes.

If a student misses the reporting deadline—whether due to a late or incorrect appointment, or because they forgot to enter their time—the department is responsible for ensuring hours are submitted and approved.


- Department timekeepers or managers will need to enter time on the student's behalf.
- **Run Time Administration by SJSU ID** for the missed pay period only.
- Notify your Payroll/Personnel Analyst so that pay may be processed.

Overtime

Students are not authorized or permitted to work overtime. However, in the event that a student inadvertently works more than 40 hours in a week, they are hourly, non-exempt, meaning FLSA overtime rules still apply.

Overtime is calculated on a **weekly** basis. **Daily overtime does not apply to Non-Academic Student Employees.**

- Students must never be scheduled or permitted to work overtime.
- If a student **inadvertently exceeds 40 hours in a workweek (Sunday–Saturday)**, departments must still pay all hours worked in accordance with **FLSA overtime rules**.
- Overtime is calculated as time worked over 40 hours in a workweek, **regardless of authorization**.
- Compensatory time off is not permitted in lieu of paid overtime.
- Students who hold more than one job on campus must ensure their combined hours do not exceed limits.
- Departments may wish to coordinate with other hiring units to avoid unintentional overtime.
- Time must be reported on the **day it was worked**—it may not be moved to another date.
- Departments are responsible for monitoring student schedules and ensuring compliance with hour limits
- If a student works overtime—with or without supervisor approval—the department is still required to pay for all time worked, including applicable overtime rates.
- Lack of supervisor approval is not a valid reason to withhold overtime pay.
- Unauthorized overtime may be addressed as a performance issue, but not by denying pay.

 **Best practice:** Set expectations with students early, monitor time entry regularly, and coordinate with other units as needed.

Meal Periods and Breaks

Students may be eligible for paid rest periods and unpaid meal periods depending on the number of hours worked in a day. These requirements apply to all student classifications.

Rest Periods (Paid, 15 minutes):

- One 15-minute paid rest period for every four (4) hours worked.
- Rest periods are:
 - Not cumulative
 - Must not be taken at the beginning or end of the shift
 - Scheduled by the department based on operational needs

Meal Periods (Unpaid, minimum 30 minutes):

- If a student works more than 5 hours, they must be offered a 30-minute unpaid meal break.
- Meal breaks must begin no later than the end of the fifth hour worked.
- A meal period may only be waived if:
 - The shift is 6 hours or less
 - There is a mutual written agreement between the student and supervisor
- If a required meal period is not provided, the student must be paid for the missed meal period in accordance with labor law.
- Meal periods **may not** be used to leave early at the end of the shift.
- Unpaid meal periods **must not** be recorded as time worked.

Quick Reference Table

Actual Hours Worked	Paid Rest Break	Unpaid Meal Period
Up to 3.5 hours	No	No
Up to 4 hours	Entitled to (1) 15-minute break	No
Up to 5 hours	Entitled to (1) 15-minute break	No
Up to 6 hours	Entitled to (1) 15-minute break	Entitled to (1) (must be taken no later than the end of the fifth hour)
After 6 hours and no more than 10 hours	Entitled to (2) 15-minute breaks	Entitled to (1) (must be taken no later than the end of the fifth hour)

Holiday Pay/Campus Closure Days

Students do not receive paid holidays. Work on University holidays or closure days requires prior approval by the student’s manager and must be recorded as regular hours worked.

Note: Holiday hours are not paid at a premium rate for student employees.

Paid sick leave eligibility

Students are not eligible for paid sick leave under CSU policy, regardless of the number of hours worked.

Absences

Students are expected to follow their established work schedule and must notify their supervisor as soon as possible if they are unable to report to work.

Reporting Absences:

- Students must notify their supervisor as soon as possible, but no later than the start of their scheduled shift.
- If the absence will be extended (e.g., due to illness or emergency), the student should communicate the anticipated return date.

Departmental Responsibility:


- Supervisors are responsible for determining whether absences are acceptable and for addressing any patterns of tardiness, unexcused absences, or no-shows.
- Excessive or unreported absences are addressed as performance issues and can lead to corrective action.

Paycheck Distribution and Cal Employee Connect (CEC)

- Students are paid monthly. Paychecks are issued on the 15th of each month.
- The first paycheck is typically issued as a paper check and can be picked up at the Administration Building (ADM), Room 177.

After the first paycheck:

- Students should register for Cal Employee Connect (CEC), the State Controller's Office online portal.
- Through CEC, students can securely access their payroll information and:
 - View pay stubs and W-2s
 - Update tax withholding (Form W-4)
 - Enroll in or update direct deposit information
- To register or access CEC: [Cal Employee Connect \(CEC\)](#)

 We strongly recommend that students enroll in direct deposit to avoid delays with future payments.

Tax Withholding & W-2s:

- Students may update their W-4 tax withholding and access electronic W-2s through CEC. See "Paycheck Distribution and Cal Employee Connect (CEC)" above for the CEC link and instructions.
- W-2s are issued by the State Controller's Office and are available via:
 - Mail (if not opted into electronic delivery)
 - CEC (if registered)
- International students may need assistance from a tax specialist. For initial questions, contact the Nonresident Alien Tax Specialist at nrat-ubit@sjsu.edu or visit [Nonresident Alien Tax](#).
- Disclaimer: University Personnel employees are not trained to give tax advice. For accurate information, consult a tax professional or visit:
 - [IRS – www.irs.gov](https://www.irs.gov)
 - [CA Franchise Tax Board – www.ftb.ca.gov](https://www.ftb.ca.gov)

Section 7: Ending Employment

Non-Academic Student Employee (NASE) appointments may end for various reasons, including the end of a project, graduation, loss of eligibility, resignation, or dismissal. Regardless of the reason, final pay must be issued in accordance with California labor law.

Student appointments automatically end on the appointment end date unless a new appointment form is submitted in advance. Departments do not need to submit a separation form if the student is ending work as scheduled.

When to End an Appointment

A separation form is required when a student stops working before the appointment end date, including if:

- The student resigns from the position early.
- The student is no longer eligible (e.g., no longer enrolled at least half-time).
- The department ends the appointment early for any reason.

⚠ Do not allow students to work past their appointment end date without submitting a reappointment form.

Voluntary Resignation

If a student provides notice of resignation:

- The final paycheck must be issued within 72 hours after the student gives notice.
- Departments must:
 - Promptly notify their [Payroll/Personnel Analyst](#).
 - Ensure all time worked is entered and approved immediately.
- Work with PPTS to ensure final wages are processed within the required time frame.

Involuntary Separation or Dismissal

If a student is being dismissed or separated involuntarily:

- **Final wages must be available at the time of dismissal.**
- Departments must:
 - Coordinate with your [Payroll/Personnel Analyst](#) in advance of the separation.
 - Submit and approve all known hours worked.
 - Ensure payment can be prepared and released on the separation date.

⚠ Failure to meet final-wage deadlines may result in penalties to the department.

Steps to End Employment

- Ensure all time is submitted and approved for final pay
- Submit the [Student Appointment Form](#) via OnBase and select the action of “Separation”
- **Include the last day physically worked** (in the comments section)
- Collect any keys, equipment, or materials issued to the student
- Employee Clearance Forms are not required for student employees

Automatic Separation Based on End Date

Non-Academic Student Employee appointments will automatically end on the appointment end date unless a reappointment form is submitted to University Personnel in advance.

If a student works past the appointment end date without a reappointment in place, pay may be delayed and retroactive appointment actions may be required.

Section 8: Reappointments

Reappointments are not automatic. If a department would like to continue a student’s employment into a new term, a new appointment form must be submitted to University Personnel prior to the current appointment end date.

Student appointments will automatically end on the appointment end date unless a new appointment form is submitted in advance.

Reappointments and Other Changes

Departments must submit the appropriate action based on the nature of the change:

Action Type	Use This Form When...
New Employee	To hire a student who has not previously worked in your department
Reappointment (Rehire)	To rehire a student in the same job for a new term or academic year or to rehire an employee after a separation
Additional Position	To add a second job within the same department (student will hold both)
Position Change Only	To move a student in the same job into a different position number due to a change in classification or funding
Pay Rate Change	To increase the student’s hourly rate during the appointment. Pay increases must be effective at the beginning of the pay period and may not be retroactive.
Separation	Used to end an appointment before the end date

Reappointment Eligibility Checklist

Before submitting, confirm:

- The student employee remains eligible (see [Section 3: Eligibility and Work Hours](#)).
- The correct job classification and dates are listed.
- Position numbers and pay rates may be updated at the time of reappointment; no additional forms are required.

Section 9: Performance, Conduct, and Corrective Action

Student employees are expected to perform their job duties responsibly, adhere to department guidelines, and follow all applicable university policies. Supervisors play a critical role in setting expectations, monitoring performance, and addressing any issues that arise.

Performance Expectations and Evaluation

Supervisors should:

- Provide clear instructions, training, and expectations at the start of employment.
- Encourage open communication and check in regularly with student employees.
- Offer constructive feedback to support learning and skill development.
- Acknowledge achievements and address concerns promptly.

While student employees are not subject to formal evaluations, supervisors are encouraged to offer regular, supportive feedback to help students learn and grow in their roles. Performance Evaluations for student employees are not required, but strongly encouraged. The [Student Employment Evaluation](#) form is available as a tool.

Conduct Standards

Students are expected to:

- Demonstrate professionalism, integrity, and respect in the workplace.
- Maintain confidentiality of sensitive information.
- Adhere to university policies and workplace expectations.
- Follow all regulations related to discrimination, harassment, and retaliation.

Supervisors should report serious conduct concerns to Employee and Labor Relations for consultation on next steps.

Coaching and Correcting Behavior

When a student's performance or behavior falls short of expectations, supervisors should:

- Begin with a conversation to clarify expectations and offer guidance.
- Clearly explain the concern and how the student can improve.
- Provide coaching and a reasonable opportunity to correct the behavior.
- Document the conversation and the agreed-upon next steps.

In most cases, student employees respond well to coaching and informal correction. However, if issues continue, departments may need to take further action.

Corrective and Disciplinary Action

Non-Academic Student Employee (NASE) positions are at-will and may be ended at any time based on department needs or performance concerns. However, departments are encouraged to use a developmental approach whenever feasible. For ongoing concerns or serious issues, contact Employee and Labor Relations for help in developing an appropriate plan.

Serious misconduct (e.g., falsifying time records, theft, harassment, policy violations) may result in immediate removal without progressive steps.

Section 10: Safety, Conduct, and Compliance

Student employees, like all university employees, are expected to uphold a safe, respectful, and compliant workplace. Departments must ensure student employees receive the appropriate training and understand their rights and responsibilities as part of the campus community.

Discrimination, Harassment, and Retaliation (DHR)

At SJSU, we are committed to fostering a respectful, inclusive, and safe work environment for all employees, including our student employees. Discrimination, harassment, and retaliation of any kind are not tolerated.

Prohibited Conduct Includes

- Unwelcome behavior or treatment based on race, gender, disability, religion, or other protected characteristics
- Sexual misconduct or harassment
- Retaliation for speaking up or filing a complaint
- Please refer to [CSU Required Training](#) for DHR-related trainings

Where to Go for Help

If a student employee experiences or witnesses inappropriate behavior, they are encouraged to speak up and seek help. Support is available through the following resources:

- Office for Title IX and Equal Opportunity: titleixe@sjsu.edu or 408-924-7290
- Employee and Labor Relations: equal-employment@sjsu.edu or 408-924-2259

Policy Links

- [CSU Nondiscrimination Policy](#)

In addition to addressing serious issues such as discrimination or harassment, supervisors must also support day-to-day employee relations and help resolve minor conflicts before they escalate.

Conflict Resolution and Employee Relations

Supervisors play a critical role in ensuring that student employees maintain professionalism, meet expectations, and are treated fairly throughout their employment. This section outlines guidance for handling conflict, addressing performance concerns, and ending appointments.

Conflict Resolution

- Conflicts between student employees and coworkers, supervisors, or faculty should be addressed promptly and respectfully.
- Supervisors are encouraged to:
 - Listen to the student's concerns
 - Clarify expectations
- Address issues promptly and calmly.
- If a conflict escalates or cannot be resolved informally, departments should consult:
 - Employee and Labor Relations in University Personnel
 - Title IX and Equal Opportunity Office, if the concern involves discrimination, harassment, sexual misconduct or gender-based issues

SJSU is committed to creating a respectful and inclusive workplace for all employees, including students.

Employee Relations

University Personnel's Employee and Labor Relations is here to support departments and managers throughout the student employment experience. They can assist with:

- Coaching and guiding students to improve performance
- Addressing workplace concerns or interpersonal conflict
- Ensure compliance with university policies and employment practices
- Documenting performance or conduct issues when needed

Employee Relations Best Practices to Consider

Creating a positive and productive work environment starts with clear communication, mutual respect, and proactive support. Consider these best practices to help your student employees succeed:

- Start with a thorough orientation and set clear expectations from day one.
- Maintain regular and open communication to check in and provide guidance.
- Offer positive feedback and recognize good performance alongside constructive suggestions.
- Address challenges early and document conversations to ensure clarity and fairness.
- Don't hesitate to reach out to Employee Relations for advice or support at any stage.

Nepotism

- Supervisors may not make decisions related to hiring, work assignments, evaluations, or time approval for immediate family members.
- For more information, refer to the **CSU Nepotism Policy: [HR 2004-18](#)**.

CSU Required Training

Chancellor's Office policy requires that all employees, including student employees, complete core training courses. This training is automatically assigned through the CSU learning system ([CSULearn](#)) and helps ensure all employees understand their rights and responsibilities in the workplace and promote a safe and compliant work environment.

Required Training

- CSU: Preventing Discrimination and Harassment for Non-Supervisors — within the first 60 days and every two years thereafter
- CSU: Gender, Equity & Title IX — within the first 90 days and every year thereafter
- Injury and Illness Prevention Program — within the first 30 days, one time course
- Data Security and FERPA — within the first 30 days and every two years thereafter
- Hazard Communication (Cal/OSHA) — one time course

Whistleblower Protection Act

Student employees are encouraged to speak up if they become aware of potential wrongdoing or misconduct in the workplace. SJSU is committed to protecting individuals who report concerns in good faith.

Reports of improper governmental activity, misuse of university resources, or violations of law or policy can be made anonymously and without fear of retaliation.

How to Report:

- Call the Whistleblower Hotline at (800) 952-5665.
The hotline is staffed on Tuesdays and Thursdays from 11:00 a.m. to 5:00 p.m. If you call outside these hours or while staff is assisting other callers, you may leave a voicemail requesting a return call.
- Submit a complaint online to the [California State Auditor](#) (complaints not accepted via email).
- Mail the [Complaint Form](#) to: **Investigations California State Auditor** | P.O. Box 1019 | Sacramento, CA 95812

SJSU complies with the California Whistleblower Protection Act and [CSU Executive Order 1115 and 1116](#). Everyone deserves a safe space to report concerns and know they will be taken seriously.

For additional information, see [Whistleblower information](#) on the University Personnel website.

Workers' Compensation

San José State University is committed to providing a safe and healthy environment. All employees, including student employees, are covered by Workers' Compensation insurance for any job-related injuries or illnesses sustained while performing duties for the University.

What to Do If a Student Employee Is Injured:

- The student must report the injury or illness to their supervisor immediately.
- The supervisor must notify University Personnel as soon as possible and complete the necessary incident reporting forms.

Key Notes:

- Coverage only applies to injuries that occur while the student is working.
- Workers' Compensation coverage is provided at no cost to student employees.
- For more information, visit University Personnel's Workers' Compensation page.
- For questions, contact University Personnel at workers-comp@sjsu.edu.

Motor Vehicle Use

Student employees may only operate a vehicle on university business if they have been authorized and cleared under CSU and university driving requirements.

Requirements for Driving on University Business

- Must be performing an official duty that requires driving (e.g., delivering materials, off-site meetings)
- Must complete:
 - CSU Defensive Driving Training (available online)
 - Authorization to Use Privately Owned Vehicles (if using personal car)
- Must submit:
 - Copy of driver's license
 - Current enrollment in DMV Pull Notice program
 - Proof of vehicle registration and insurance (if using a personal vehicle)

For full requirements and procedures, refer to [Driving on University Business](#).

⚠ Unauthorized driving is not covered by CSU insurance and may result in personal liability for any incidents that occur.

Section 11: Resources and Contacts

Student employment at San José State University involves collaboration across multiple campus offices. The following resources are available to assist departments in understanding policies, navigating processes, and resolving issues that may arise.

Payroll/Personnel Transaction Services (PPTS)

Contact for:

- Student appointment forms
- Job classification or [FICA exemptions](#) (see [Section 3](#) for eligibility)
- Time reporting or payroll concerns
- Paycheck and direct deposit questions (see [Section 6](#) for Cal Employee Connect guidance)
- Payroll calendars and paycheck dates
- or final wage deadlines and separations

Email: payroll-services@sjsu.edu

Payroll/Personnel Analyst by Department: [Your University Personnel Representative](#)

Employee and Labor Relations

Contact for:

- Student employee conduct or behavior concerns
- Conflict resolution or coaching support
- Guidance on involuntary separation
- Discrimination, harassment, or retaliation concerns (DHR)

Email: equal-employment@sjsu.edu | Phone: 408-924-2259

Financial Aid and Scholarships Office

Contact for:

- Federal Work-Study (FWS) questions
- Award amounts, balances, and eligibility
- Off-campus FWS programs and coordination

Anthony Bettencourt | Email: anthony.bettencourt@sjsu.edu | Phone: 408-924-6062

Nonresident Alien Tax Specialist

Contact for:

- International student tax classification
- Residency for tax purposes
- Non-Citizen Status job code guidance

Email: nrat-ubit@sjsu.edu | Website: [Nonresident Alien Tax](#)

Other Helpful Resources

Forms

- [Direct Deposit \(DocuSign\)](#)
- [Employee Action Request \(DocuSign\)](#)
- [Hourly Time Sheet \(Excel\)](#)
- [Student Appointment Letter Template \(docx\)](#)
- [Student Assistant Appointment Form \(OnBase\)](#)
- [Student Employment Evaluation \(PDF\)](#)

References and Links

- [Assisting Students in Distress](#)
- [Cal Employee Connect \(CEC\)](#)
- [California State Auditor](#)
- [City of San José Minimum Wage Ordinance](#)
- [CSU Executive Order 1115](#)
- [CSU Executive Order 1116](#)
- [CSU Policy HR 2014-08 — Student Employment](#)
- [CSULearn \(training portal\)](#)
- [CSU Student Assistant Salary Schedule](#)
- [Driving on University Business](#)
- [International Student and Scholar Services \(ISSS\)](#)
- [Payroll Calendars](#)
- [PST Retirement Plan — Part-time/Seasonal/Temporary](#)
- [Reduced Course Load \(RCL\) — ISSS Guide](#)
- [Student Assistant Classification Matrix](#)
- [Student Conduct Code](#)
- [Whistleblower Notification Information](#)
- [Workers' Compensation](#)

Section 12: Non-Academic Student Employment At-a-Glance Cheat Sheet

Eligibility Requirements

- Students must be enrolled at least half-time during the academic term
- International students must be enrolled full-time or have approved RCL through ISSS
- Must have a completed I-9 on file before starting work
- Cannot work before receiving Employment Verification Confirmation (EVC) from University Personnel

Work-Hour Limits

- **20 hours per week** max when classes are in session during any portion of the week
- **40 hours per week** max during breaks (winter, summer)
- Limits apply to all jobs combined - track multiple jobs across departments to ensure compliance

Before Hiring

- Verify student's enrollment status and academic standing
- Check if student is already working elsewhere on campus
- Complete the [Non-CHRS Recruiting Onboarding: Form I-9](#)

Required Forms

- **Department:** Submit Student Assistant Appointment Form (via OnBase)
- **Student:** Complete I-9 documentation (in-person) and Hiring Packet (via DocuSign)

Do Not

- Allow students to start working before receiving EVC
- Appoint students to incorrect job codes based on residency or enrollment
- Exceed weekly hour limits across multiple jobs
- Allow work from outside California (telecommuting is not permitted)

Graduating Seniors

- Fall graduates may work through the winter term.
- Spring graduates may work through the summer term.
- Must be reappointed under a Bridge classification after graduation.
- International students may only work through the **last day of the academic term**.

After Hiring

- Departments must ensure students:
 - Know how and when to report time
 - Understand pay dates and how to check Cal Employee Connect
 - Adhere to campus policies and procedures

Reminders

- Appointments must have end dates and span no more than one academic year.
- Pay students for required training and orientation.
- Continuing students must be rehired for each new employment term.
- Students who are not reappointed will be separated at the conclusion of their appointment.
- Separation forms **are required** for students who stop working prior to their appointment end date.
- Unless a reappointment is received, appointments will be separated when the appointment ends.

Section 13: Frequently Asked Questions (FAQ)**1. Can students begin working before they receive their EVC?**

No. Students must not begin work until they have received their EVC from University Personnel.

2. My student worked before receiving their EVC, should I move the hours to a different day?

No. Hours must be reported on the day they were actually worked and the student must be paid for all time worked. Contact your Payroll/Personnel Analyst for assistance.

3. My student worked before receiving their EVC, even though I told them not to, do I still have to pay them?

Yes. This is considered **unauthorized employment**, which violates CSU and federal regulations. However, if the student did perform work, they must still be paid. Departments are responsible for ensuring all hiring paperwork and approvals are completed before work begins. Repeated violations may result in escalated review.

4. Can I appoint students who haven't yet received their Social Security number?

Yes, international students can be hired and begin work without a Social Security number as long as they have completed their I-9. However, they must provide proof of their SSA appointment and follow campus procedures coordinated with ISSS and University Personnel.

5. Can a student have more than one job on campus?

Yes. Student employees can work in more than one department simultaneously, as long as their **combined total hours do not exceed 20 hours per week** during academic sessions or **40 hours per week during breaks**. It is the responsibility of **each department** to coordinate and track hours to remain in compliance.

6. Can a student work for SJSU and Tower or Research Foundation at the same time?

Yes. As long as their **combined total hours do not exceed 20 hours per week** during academic sessions or **40 hours per week during breaks**. It is the responsibility of **each department** to coordinate and track hours to remain in compliance.

7. We hired a new student who will start in the upcoming semester, can they start working over the summer?

No. To qualify for the bridge classification, students must have been enrolled the prior semester and enroll in the upcoming semester. New students may not work until the first date of the academic term and only if they meet all other eligibility requirements.

8. My student has finished classes for the week, can they start working 40 hours now?

It depends, if there are any classes scheduled between Sunday–Saturday of that week, students are limited to 20 hours for the entire week. If there were no classes during the week, then the student may work up to 40.

9. Can student employees work from out of state or while traveling?

No. student employees must perform all work within California. Remote work from outside the state is not allowed.

10. Are graduating seniors allowed to keep working?

Yes, graduating seniors may continue working under the following guidelines:

- a. **Fall graduates** may work during the **winter term**
- b. **Spring graduates** may work through the **summer term**
- c. All post-graduation work requires a Bridge appointment under job code 1874
- d. **International students** may only work through the **last day of the academic term** in which they graduate.

11. What happens if a student misses their timesheet deadline?

If a student forgets to enter time or if an appointment is late, the department is responsible for entering hours and contacting their Payroll/Personnel Analyst to request payment.

12. What if the student is not enrolled yet, but I want to hire them for summer?

They may be eligible under the Bridge classification if they were enrolled in the prior term and will be enrolled in the following term. If not, they are not eligible to work.

13. Can student employees telecommute?

No. Student employees are not eligible to telecommute under the SJSU Telecommuting Policy. All work must be performed on site or in approved university workspaces.

14. Do student employees get paid for required training, such as Title IX or job-specific orientation?

Yes. All required training time must be compensated. This includes general compliance training (e.g., Title IX, Data Security) and any job-specific orientation or preparation. Be sure the training is included in the appointment period and appropriately recorded on the timesheet.

15. Can we ask about a student's citizenship status?

No. Departments should not inquire about immigration or citizenship status. Wait until you receive the EVC and you will be notified if you need to use Job Code 1868.

16. Can the degree program be Special Session?

Yes, Special Session students may be employed as student employees as long as they meet enrollment requirements (at least half-time) and are matriculated at SJSU.

17. Are RCLs (Reduced Course Loads) valid before the last term?

Yes. ISSS may approve RCLs for medical or academic reasons before the final term. If approved, the student remains eligible to work.

18. Do we need to upload the RCL form when hiring students appointed under Job Code 1868 in their last semester?

No. You need to confirm with your student assistant that they have received the approval. You may ask for a copy of the approval; however, you are not required to and do not need to update the approval. ISSS will contact students who fall below the enrollment requirement without the approval.

19. Is there a chart showing full-time enrollment for undergrad vs. grad students?

Yes. Please refer to the Office of the Registrar - [Enrollment Status](#).

20. Will OnBase have a field to indicate semester vs. academic year hiring?

No. The form does not include a specific field for semester or academic year. Instead, indicate the duration by entering the appropriate start and end dates.

21. When does the academic year begin?

Please refer to the [Academic Year calendars](#) posted on the Provost's website. You will see the date listed as "Academic Year Begins – Fall Semester Begins".

22. Can students enroll in direct deposit before being paid?

Yes. Students can submit a [DocuSign direct deposit form](#) before their first paycheck. Whether the first payment is paper or direct deposit depends on timing. After the first paycheck posts, students can manage direct deposit in Cal Employee Connect (CEC).

23. Can students work 40 hours during Thanksgiving week?

It depends. If there are any classes scheduled between Sunday–Saturday of that week, students are limited to 20 hours per week. If there were no classes during the week, then the student may work up to 40.

24. Are Bridge Appointments still used?

Yes. Bridge appointments are used during summer for continuing students using Job Codes 1874, 1875, or 1876, depending on funding and classification. For students who graduated and are working the following term, only Job Code 1874 may be used.

25. Do we need to reappoint returning student employees after summer?

Yes. All student employees will need a **new appointment** for the fall.

26. Do we need to enter duties every time in OnBase, even for reappointments?

Yes. Duties must be included with **every appointment submission**, even for returning or continuing students.

27. Can we use shorthand for duties (e.g., “office assistant”)?

For now, please list all job duties explicitly. While we are exploring options to auto-populate duties based on work category, each OnBase form must currently include specific duties typed in full. You may save common job duties in a separate document and paste them into the form as needed.

28. Is the student pay rate still \$17.95?

Yes, as of January 1, 2025. Refer to the [City of San José Minimum Wage Ordinance](#).

29. Can students be appointed while abroad?

No. Students must be physically located in California while working. Telecommuting is not permitted. If they are taking a semester abroad, you would appoint them upon return to campus.

30. Can students file grievances?

Detailed information will be provided once the contract has been ratified.

31. Will Financial Aid enter the FWS award amount in the OnBase form?

No. Departments must still confirm FWS hours/awards with Financial Aid or obtain a copy of the award letter from the student.

32. Do we need a pay rate change form for minimum wage updates?

No. University Personnel will process minimum wage increases.

33. Do we need separate OnBase forms for winter appointments?

Yes. Winter requires a **separate appointment form** if the student is not continuously appointed through the academic year. **Summer always requires a separate appointment form.**

34. If a student’s last day is before the appointment end date, do we need a separation form?

Yes. If a student **stops working before the scheduled end date**, submit a separation form and ensure all hours are entered and approved so payment can be issued right away. Refer to [Section 7: Ending Employment](#).

35. Are TER profiles required anymore?

No. Employee profiles are being phased out. Do not submit an Employee Profile with the termination action (TER). Use the updated OnBase process instead.

36. What happens if a student deletes hours in the wrong job record and cannot resubmit?

If the student still has an active job record and is submitting hours for the current pay period, they should be able to enter them again. If not, you may enter on their behalf or contact your Payroll/Personnel Analyst.

37. What if I submitted an SA appointment using the old process?

Begin using the updated OnBase form and job codes. Existing submissions will still be processed for Fall 2025, but updates are encouraged.

For additional guidance, be sure to review the [Resources](#) section of this handbook or reach out to your [Payroll/Personnel Analyst](#) or email payroll-services@sjsu.edu.