Instructions for Fall 2021 and Spring 2022 Student E-TRAC Processing

The following information will also be available on the Human Resources Website. For additional resources on student employment, please refer to the student tool kit and manager tool kit provided by the Dean of Students office.

The Student New Hire Packet should be submitted via DocuSign.

### Important Dates & Announcements

- To ensure timely payments for the August 2021 pay period, all supporting documentation and E-TRAC transactions are due at the HR level by 8/18/21.
- To ensure timely payments for the September 2021 pay period, all supporting documentation and E-TRAC transactions are due at the HR level by 09/13/21.
- Students who fall under CANRA provisions as Designated Reporters, the appropriate completed and signed CANRA form must be included in the hiring packets. For further information on CANRA, please see [http://hr.sfsu.edu/whats-new/announcement-canra-revisions](http://hr.sfsu.edu/whats-new/announcement-canra-revisions).

- As a reminder, any new hires, re-appointments or pay rate increases will need to review/approve by your Department Budget Officer to ensure sufficient funds.

### STUDENT APPOINTMENT DATES

**THE 1st DAY STUDENT ASSISTANTS CAN BE EMPLOYED FOR THE FALL SEMESTER IS:** Thursday, **8/11/21**

- Please Note: Student Express Reappointment is now available. You may select up to 20 students per each express reappointment transaction.

<table>
<thead>
<tr>
<th>Work Study - allowable working duration</th>
<th>FALL 2021 Only</th>
<th>SPRING 2022 only</th>
<th>SUMMER 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2021-2022 (1yr appointment)</strong></td>
<td>8/11/21 – 12/17/21</td>
<td>1/19/22-5/20/22</td>
<td>Students continuing from Fall are allowed to work over the breaks (Winter &amp; Spring)</td>
</tr>
<tr>
<td><strong>8/11/21-5/20/22</strong></td>
<td></td>
<td></td>
<td>-There is no Work Study Allocation in the Summer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Express Reappointments</th>
<th>FALL 2021 Only</th>
<th>SPRING 2022 only</th>
<th>SUMMER 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2021-2022(1yr appointment)</strong></td>
<td>9/01/21 to 1/31/22</td>
<td>2/01/22 to 5/31/22</td>
<td>06/01/22-8/31/22</td>
</tr>
<tr>
<td><strong>9/01/21-5/31/22</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### NEW HIRING REQUIREMENTS

- E-TRACS will no longer be able to be “Saved” or “Submitted” unless **ALL** of the below information is complete. Therefore, all information must be obtained/confirmed **by the student** prior to the hiring department initiating a Student Assistant or Work Study employment E-TRAC transaction. **By law, any employee, including student employees, cannot begin work until the I-9 verification is completed.** Students must first obtain I-9 verification before any work commences. The I-9 verification process can be done via The Dean of Students Office and must be completed and recorded on or before the effective date of the E-TRAC hire date. (*Note: See pg. 3 for NRA special instructions.*)
NEW HIRING REQUIREMENTS, continued

Effective date of the New Hire ETRAC MUST BE greater than or equal to the I-9 service indicator date

- For Work Study (Job codes: 1871, 1872, 1875, 1151) students must:
  1) Have received and accepted a work study offer (via Financial Aid)
  2) Be enrolled at least half time (6 units for undergrads, 4 units for grads)
  3) Have completed an I-9 with the Dean of Students Office.

- For Non-Resident Alien (NRAs) (Job code: 1868) students must:
  1) Have completed an I-9 with the Dean of Students Office.
  2) Complete SPAR form and go to Fiscal Affairs Tax Specialist (ADM 358) to have paperwork certified. *(See pg. 3 for further instructions)*

- For Student Assistants (Job codes: 1870, 1874, 1876, 1150, 1152) students must:
  1) Have completed an I-9 with the Dean of Students Office.

### E-TRAC Instructions

<table>
<thead>
<tr>
<th>E-TRAC Purpose</th>
<th>Type</th>
<th>Action</th>
<th>Reason</th>
<th>Important Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay rate change</td>
<td>Employee Change</td>
<td>Pay Rate Change</td>
<td>Student Pay Rate Change</td>
<td>Effective date must be the first date of the pay period.</td>
</tr>
<tr>
<td>1. Hiring a student employee</td>
<td>Employee Hire</td>
<td>Employee Hire</td>
<td>New Temp Appointment</td>
<td></td>
</tr>
<tr>
<td>2. (Re) Hiring a student employee in a previous appointment</td>
<td>Employee Change</td>
<td>Data Change</td>
<td>New Temp Appointment</td>
<td></td>
</tr>
<tr>
<td>To extend existing appointment</td>
<td>Employee Change</td>
<td>Termination</td>
<td>End of Temporary Appointment/Resignation</td>
<td>If an employee resigns or is separated prior to the expiration date (i.e. graduation), a termination E-TRAC must be processed at least a week prior to the separation date. Hours worked for the month of separation must be submitted to the Payroll Department by way of a paper voucher with original signatures and not via a self-service Timesheet on Gateway. (please write termination E-TRAC # on the top of voucher)</td>
</tr>
</tbody>
</table>
# STUDENT JOB CLASSIFICATIONS

<table>
<thead>
<tr>
<th>Classification</th>
<th>Job code</th>
<th>Max Working Hours</th>
<th>Important Details</th>
<th>Subject to Retirement/Medicare Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant</td>
<td>1870</td>
<td>Average 20hrs/wk.</td>
<td>Cannot be paid as 1874 and 1870/1871 in the same month</td>
<td>No</td>
</tr>
<tr>
<td>Student Assistant (Work Study)</td>
<td>1871, 1872</td>
<td>Average 20hrs/wk.</td>
<td>Cannot be paid as 1874 and 1870/1871 in the same month</td>
<td>No</td>
</tr>
<tr>
<td>Bridge Student Assistant</td>
<td>1874, 1875, 1876</td>
<td>Not to exceed the number of possible working hours each month (*See Notes)</td>
<td>Cannot be paid as 1874 and 1870/1871 in the same month</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Resident Alien Student (NRA)</td>
<td>1868</td>
<td>Up to 20 hrs/wk in Spring &amp; Fall; Up to 40 hrs/wk during Summer sessions and semester breaks</td>
<td>SPAR form must review by Fiscal Affairs - tax specialist (ADM 358) to put in appropriate tax withholding info and visa expiration date. (*See Notes)</td>
<td>No</td>
</tr>
<tr>
<td>Instructional Student Assistant (ISA)</td>
<td>1150</td>
<td>Not to exceed the number of possible working hours each month (*See Notes)</td>
<td>Appointment letters must be submitted to Payroll before an E-TRAC can be loaded.</td>
<td>Yes: If the student works more than 20 hrs.</td>
</tr>
<tr>
<td></td>
<td>1151</td>
<td></td>
<td>Effective and end dates on the appointment letter along with the pay rate must coincide with the E-TRAC.</td>
<td>NO: If the student works less than 20 hrs.</td>
</tr>
<tr>
<td></td>
<td>1152</td>
<td></td>
<td>If a student will be working more than 20 hours per week, please indicate this in the notes section of the E-TRAC.</td>
<td>NO: If student is an NRA (* See Notes)</td>
</tr>
</tbody>
</table>

## NOTES

- **Overtime:** Under no circumstances shall a student employee be scheduled to work or be paid for overtime.
- **Concurrent Employment:**
  - Any student may work at two or more jobs concurrently (Work Study and/or Student Assistant). The combined total hours may not exceed the **Allowable Work Hours** outlined above.
  - A student appointed as a Graduate Assistant or a Teaching Associate who is also employed as a Student Assistant or Work Study Student is limited to 20 hours per week for the combined positions.
The Student Assistant classifications are designed for individuals who are primarily students and also work on campus part-time. Student employees MAY NOT be appointed to a student assistant classification and to a CSU staff classification on a concurrent basis.

- **Max Working Hours:** Please reference the [Hourly Staff & Student Calendar](http://oip.sfsu.edu/f1/current/employment/oncampus) for students in these job codes. For example, there is 20 max working day in a Pay Period, students **cannot** work more than 160 hours (20 days X 8 hrs./day).
- **Employing Nonresident Aliens (NRAs):** [http://oip.sfsu.edu/f1/current/employment/oncampus](http://oip.sfsu.edu/f1/current/employment/oncampus)
- If using end dates other than those recommended, please indicate the reason for the alternate end date in the E-TRAC “Notes” section.
- Pay rate changes can made through "Express reappointment” only when reappointing the position at the same time.
- If a student works in a bridge position at any time in a month, all hours must be submitted as “Student Bridge” for the entire month, including multiple positions. If a student in the ISA job codes works more than 20 hours, and this was not anticipated, please contact Payroll immediately.
- To schedule a student ETRAC training or refresher course, please contact Nina Pan, Payroll Analyst/Training Coordinator @ ninapan5@sfsu.edu.