

STUDENT EMPLOYMENT OFFICE PPS UPDATE / POLICIES & PROCEDURES

Employing Students in Casual-Restricted Positions

Student Employment Office / Alumni – Career Center

Version: July 2017

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STUDENT EMPLOYMENT OFFICE / CAREER CENTER

STAFFING

UCSD departments each have a representative within SEO. They are:

VC Area	ES Representative
AS/GSA/Guardian/Student Life Business Affairs Departments Student Affairs Departments VC Resource Management & Planning	Marco Rizo Phone: (858) 534-0153 Fax: (858) 534-7448 mrizo@ucsd.edu
Academic Affairs Departments Colleges Business Office (CBO) CREATE GPS Rady School Management Research Affairs	Connie Ruan Phone: (858) 534-0148 Fax: (858) 534-7448 cruan@ucsd.edu
Scripps Birch Aquarium Scripps Institution of Oceanography Campus Recreation School of Medicine Skaggs School of Pharmacy VC Heath Sciences	Mary Lewis Phone: (858) 534-0150 Fax: (858) 534-7448 m7lewis@ucsd.edu
Student Employment Email Address	studentemployment@ucsd.edu

POLICIES

It shall be the policy of this campus to:

- ◆ Require campus employers to recruit openly through Career Center' Student Employment Office to fill casual-restricted vacant, part-time, student-titled positions.
- ◆ Insure that the objectives of the campus Affirmative Action Programs are fully applied to the employment of students.
- ◆ Give priority consideration to the hiring of UCSD students for all staff-titled positions requiring less than 20 hours per week and all academic recess positions regardless of the hours required.
- ◆ Insure that, during the academic year, student employees pay UCSD Student Services fees each quarter to UCSD while working on campus. Summer employment eligibility is contingent upon the previous spring's UC student services fees having been paid or new, readmit or transfer students having been admitted and paid the Statement of Intent to Register fee at a UC for the following fall.
- ◆ Insure that all hires are effective on or after the posting date for open recruitment. Hires, for open recruitment with an ASAP start date, must be within 60 calendar days of a listing's closure date. In those instances where an open recruitment has a specific future start date, hires must be within 60 days of the stated start date or closure date, whichever is later. In the case of exceptions to open recruitment, if approved, the hire date will be on or after the date of receipt by the Employment Services office. Exception hires must be effective within 60 calendar days of approved start date.
- ◆ Departments no longer need to wait until the stated Start date they list in Port Triton to hire a student worker. Departments will now have the ability to hire students as soon as the open recruitment is approved regardless of the start date listed on the Port Triton posting. Career Center recognizes there are situations in which start dates are anticipated but need to be changed and departments will now have that flexibility. Students may not start before the recruitment is approved, open recruitment or exception to hire.
- ◆ Insure that the duration of employment for all casual-restricted employees not exceed the following:
 - Academic year – the begin date of employment must be on or after the first day of fall quarter and the end date must coincide with the actual date of the job's completion, June 30 of the current year, or end of the student's registration, whichever occurs first.

- Summer – the begin date of employment must be on or after the last day of UCSD's spring quarter and the end date must coincide with the actual date of the job's completion or the day prior to the beginning of fall quarter, whichever occurs first. The exception to this policy is the employment of UC Berkeley students. Employment of these students may begin immediately after their spring semester is over and ends the day before their fall semester begins.

CLASSIFICATIONS USED IN THE EMPLOYMENT OF CASUAL-RESTRICTED EMPLOYEES

TITLES/TITLE CODES

Effective July 2014 student employees are no longer hired in to staff-titled positions. Below is a table of titles/title codes that are used in employing students in casual-restricted positions. The Student Assistant 2, 3 and 4 are the most widely used. The pay rates and series/class concepts for the Assistant series follow. Information for other titles is found in the Title and Pay Plan and at <http://blink.ucsd.edu/HR/comp-class/classification/students.html>.

TITLE	TITLE CODE	GRADE
Student Assistant 2 (STDT 2)	4921	2
Student Assistant 3 (STDT 3)	4920	3
Student Residence Hall (STDT RSDNC HALL)	4944	4
Student Assistant 4 (STDT 4)	4919	5
Student Researcher (STDT RESEARCHER)	4942	5
Student Clinical (STDT CLIN)	4930	5
Student Residence Hall Lead (STDT RSDNC HALLS LD)	4946	6
Student Peer Counselor (STDT PEER CNSLR)	4938	6
Student Events (STDT EVENTS)	4932	7
Student Information Technology (STDT IT)	4934	8
Student Artist or Performer (STDT ARTIST OR PERF)	4928	9
Elected Officer, Student Government (BYA)	4331	N/A
Appointed Official, Student Activities (BYA)	4329	N/A
Recreation Program Instructor (BYA)	4011	N/A

ASSISTANT SERIES

Series Concept

Under supervision, Assistants perform duties ranging from unskilled to skilled and/or specialized in a variety of positions that typically require the use of manual, clerical, advising, public contact and/or analytical skills; and perform other related duties as required. The series is generally characterized by the temporary nature of appointments; the absence of continuing responsibility for the work performed and the diversity of duties assigned. Although the Assistant series consists of four levels only three are used at UCSD. The distinction between the levels is based upon the relative degree of difficulty inherent in the manual, clerical, advising, public contact and/or research related duties performed and the extent of assigned responsibility for coordinating the work of other employees. Typical duties performed at the various levels in the series are determined by the special requirements of the positions involved.

Class Concept - Assistant 4

Title code 4919 [by agreement, \$12.58 - \$23.00/hr. effective 01/01/17]

Under general supervision Assistant 4s perform a variety of complex duties in support of academic research projects; perform clerical, manual, advising and/or public contact duties which require the use of specialized skills and may in addition coordinate the work of a group of lower level Assistants. The Assistant 4 class is distinguished from the Assistant 3 class by the greater degree of complexity involved in research and related assignments, more frequent use of specialized skills and/or the responsibility for coordinating the work of a larger group of Assistants. The employing department defines the duties.

Class Concept - Assistant 3

Title code 4920 [by agreement, \$11.85 - \$18.82/hr. effective 01/01/17]

Under general supervision Assistant 3s perform a variety of skilled duties in support of academic research projects, student advising and contact with the public; perform clerical and manual duties which involve limited use of specialized skills; and may in addition coordinate the work of a group of lower level Assistants. The Assistant 3 class is distinguished from the Assistant 2 class by the greater use of specialized skills and/or the responsibility for coordinating the work of one or more Assistants. The employing department defines the duties.

Class Concept - Assistant 2

Title Code 4921 [by agreement, \$11.50 - \$15.34/hr. effective 01/01/17]

Under supervision Assistant 2s perform a variety of clerical and/or manual related duties which are usually semi-skilled in nature and do not require extensive skill, training or experience. The employing department defines the duties.

Types of positions within the Assistant 2 series may be but are not limited to entry level positions such as customer service, sales, laboratory glassware washer, laboratory maintenance worker, clerical, library, or food service assistants.

Minimum Qualifications

Incumbents for positions included in the Assistant series must be registered UCSD students each quarter employed. They are expected to have the ability to read, write, perform basic arithmetic calculations, follow oral instructions and possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the position. Specific minimum qualification requirements are defined for positions by the employing department.

RESPONSIBILITIES

STUDENT EMPLOYMENT OFFICE (SEO)

SEO is the delegated central personnel office for all casual-restricted students employed at the UCSD campus. Refer to Personnel Policies for Staff Members for policies and implementation relevant to casual-restricted employees. Responsibilities include:

Review and/or approval/disapproval of:

- ◆ Department listed open recruitment positions including classification, pay rate, duties and qualifications.
- ◆ Exceptions to open recruitment. A response will be returned to the department's inactive on-line jobs inventory.
- ◆ Requests for reclassification. An SEO staff member will e-mail the department contact with approval/disapproval.
- ◆ Equity increases. Approval/disapproval will be e-mailed to the department contact.
- ◆ Post Authorization Notifications (PAN's). If corrections/revisions are required, an SEO staff member will e-mail the PPS preparer and request change and/or the SEO staff member will make the change or deletion in PPS and notify the department PPS preparer via PAN comments.
- ◆ Employment of Near Relatives. Approval/disapproval will be e-mailed to the requestor.
- ◆ Other salary increases. If changes are needed to departmental PPS entries an SEO staff member will e-mail the PPS preparer.
- ◆ Releases to Human Resources to include all <50% positions and all summer-only (June 1 through September 30) positions regardless of percentage of time. Via the department-submitted Manager's Workbench, a release number will be issued if SEO approves the release to Human Resources. If SEO does not approve the release, Human Resources and the department will be notified on the Manager's Workbench.
- ◆ Student to Staff Transfers. SEO reviews the department-submitted Manager's Workbench listed duties and for required number of quarters. SEO notifies Human Resources and department of findings via the Manager's Workbench.

Interpret Personnel Policies for Staff Members and Implementing Procedures pertinent to casual-restricted employees.

Train Departmental Users in SEO's policies and procedures. Training is required for all department staff that will enter jobs into our online job portal, Port Triton.

Resolve Student Employee/Employer Conflicts at an informal level.

UCSD DEPARTMENTS' RESPONSIBILITIES

Recruitment

Identify the Job to be performed. Determine the recruitment method: open recruitment, exception to open recruitment or less than 90 day rehire. Include the following:

- ◆ Duties to be performed
- ◆ Skills and knowledge required or preferred
- ◆ Supervisor's name
- ◆ Number of hours per week needed
- ◆ Rate of pay
- ◆ How to apply for an interview (for open recruitment only)

Identify and Secure Funding. Funding must be a campus source suitable for paying employees through the UCSD Payroll Office using sub-2. In addition, decide whether the entire position will be funded with departmental or work-study monies. Utilizing work-study funds reduces the percentage charged to a departmental budget.

The following are methods of recruitment for casual-restricted positions:

- ◆ **Open recruitment** allows a department to post a listing and interview suitable candidates. It requires an on-line job entry by trained departmental personnel. Listings approved by the Student Employment Office (SEO) should be kept either in the department's on-line inventory or in printed form for audit purposes. Employment may not begin prior to posting date of listing.
- ◆ **Exception to open recruitment** is utilized to request the approval to hire a particular student(s) who is in good academic standing. It requires an on-line job entry to the Student Employment Office (SEO) with justification. Department must receive approval prior to employing requested candidate(s).
- ◆ **Less than 90 day Rehire** allows a department to re-employ a student who worked for them previously provided that the student's last date of employment within the department was less than 90 days ago and other factors (i.e., classification, pay, duties, supervisor, etc.)

remain the same. This does not require an open recruitment or an exception to open recruitment. The PAN notation must state “less than 90 day rehire”.

Selection

- ◆ SEO requires that departments:
- ◆ Verify, via ISIS or TritonLink, that each candidate has paid current UCSD Student Services fees or has paid the current Student Services fees to another UC campus.
- ◆ Insure that each applicant is asked the same interview questions (for open recruitment only). Grade Point Average (GPA) may not be used to qualify or disqualify candidates and therefore may not be listed on job postings or asked during interviews.
- ◆ Ask each candidate if they have been awarded work-study. If they have accepted a work-study award, request a copy of their Student Financial Services Award Letter.
- ◆ If the selected candidate is a **near relative** of an existing departmental employee, pre-approval is required prior to hire. A near relative is defined (for the purpose of this policy) as an employee’s relationship by blood, adoption, marriage, or domestic partnership including: spouse; domestic partner; parent; child; sibling; aunt/ uncle; niece/ nephew; first cousin and in-laws or step-relatives in one of these relationships, including relatives of an employee’s domestic partner in one of the relationships listed above; or other persons for whom the employee is legally responsible. Refer to Personnel Policies for Staff Members, Implementing Procedures 21/Appointment <http://policy.ucop.edu/doc/4010394/PPSM-21> Department submits request to Mary Lewis (m7lewis@ucsd.edu) for review and approval prior to allowing the selected candidate to begin work. Some instances will require Chancellor’s approval. **Do not allow the student to work until the above steps have been completed and the department has received an approval.**
- ◆ Determine the type of time-keeping record required in your department.

Post Authorization Notification (PAN) Review

Departments are required to review their PANs. A review of PAN’s should be done on a daily basis. Corrections/revisions should be made in a timely manner or as requested by a Central Personnel Office.

Reclassification Requests

When the duties of a position change significantly to warrant a change in title/title code, a reclassification is required. The department business/personnel office submits an on-line request (<http://blink.ucsd.edu/HR/comp-class/classification/reclass/students.html>) and emails a cover letter for review of classification to the Student Employment Office. If approved, the effective date

of the reclassification is the first day of the biweekly pay period following receipt of request by SEO. Upon approval, a departmental staff member must enter the action in PPS.

Equity Increase Requests

For commonly used justifications in requesting an equity increase, refer to Personnel Policies for Staff Members, 30 Compensation, E. found on Blink – Employing Students’ page. Departments requests Equity Increase via e-mail. The e-mail must outline the salary inequity including documentation supporting the requested pay rate. Do not use the “Equity Increase Justification and Approval Record”. If approved, the effective date of the equity increase is the first day of the biweekly pay period following receipt of request by SEO. Upon approval a departmental staff member must enter the action in PPS.

Salary Increases

Students employed in casual-restricted positions **may** be eligible for a merit increase after completing twelve months on pay status since the most recent date of hire or last within-range increase. Percentage of increase may change annually. Check with your SEO representative to determine if students are eligible for current year and the percentage. The effective date for the increase in PPS is the first day of the biweekly pay period following completion of the required twelve (12) months on pay status. Prior approval from SEO is not required. This is contingent on the current University budget situation.

Checking Registration Status on Student Employees

Employing departments are responsible for insuring that all student employees are registered each quarter working.

New Hires

Before entering PPS information for new hires, check the student’s registration status in Integrated Student Registration System (ISIS) or through TritonLink.

Existing or Previous Employees

When making any PPS entries to existing or previously employed student employees, check ISIS and/or review the STU/REG field on the EAPC or the EAPP screens.

- ◆ “Y” denotes that the student is registered for the current quarter.
- ◆ “N” denotes that the student is enrolled, has withdrawn or has cancelled-fees not paid. Research ISIS for the specific reason and contact your ES representative for instructions before making any PPS entries.
- ◆ A blank “___” field indicates that the employee is not registered for the current quarter or there is a social security number mismatch between ISIS and PPS. Research ISIS to determine the employee’s status. If not registered, the employee may not continue

employment in a casual-restricted position. A PPS separation bundle must be entered. If registered per ISIS, refer to "Social Security Mismatch Between ISIS and PPS (p.14).

Social Security Mismatch Between ISIS and PPS

If a mismatch exists, make the correction to the appropriate system as follows:

1. First compare the student's social security card to the number entered in PPS. If the numbers do not match, follow instructions in "A".
2. If the social security number in PPS matches the student's social security card, there is a mismatch between ISIS and PPS; follow the instructions in "B".

A) Incorrect/missing Social Security number in PPS:

1. department corrects social security number in PPS (ETAX screen)
2. department sends an email to Paul Rodriguez (prodriguez@ucsd.edu) Payroll, which includes the student's name, employee ID, and what payments have been recorded on the incorrect social security number. Also send Paul Rodriguez, 0952, documentation verifying the correct social security number; make certain student has signed the social security card.

B) Incorrect/missing Social Security number in ISIS:

1. department copies the social security card and the student's school ID card; **make certain the student has signed the social security card.**
2. department writes on the copy: student employed in (department name). Department signs, dates, and adds phone extension
3. department sends copy to Administrative Records 0022 (Registrar).

PLEASE NOTE: DO NOT SEND A PDF OF THE SOCIAL SECURITY CARD VIA EMAIL. THIS IS NEITHER SECURE NOR ACCEPTABLE PER REGISTRAR.

Student to Staff Transfer

If a student has been employed in a casual-restricted position for three consecutive quarters, excluding summer, a department may request a transfer to Staff via a Manager's Workbench. The staff position must be at 50 percent or more. The Assistant 2, 3 and 4 titles are not used in a student to staff transfer. Review BLINK for the Student to Staff Transfer procedures.

Releases to Human Resources

All less than 50 percent positions filled through campus Human Resources require prior release by Employment Services. All summer only (June 1 through September 30) positions, regardless of the percent of time, filled through campus Human Resources, require prior release by Student Employment Office.

Progress Activity

Use the previous pages covered to this point to answer the following questions:

1. A UCSD department submits an exception to hire request to employ a continuing UC Berkeley student registered for spring semester. The start date of this position is June 1. May this student be hired? What would be the last date of employment?
2. You have a continuing student whom you wish to extend in PPS. At the EAPC screen, the STU/REG field is blank. What two things could this indicate?
3. What are the three methods of recruitment that may be used to employ students?
4. When would the following requests, if approved, be effective?

Open recruitment _____

Exception to open recruitment _____

Less than 90-day rehire _____

Reclassification _____

Equity increase _____

Merit increase _____

INTEGRATED STUDENT INFORMATION SYSTEM (ISIS)

RETRIEVABLE INFORMATION

Student information may be found in ISIS as follows:

Person Name Search Screen

- ◆ name
- ◆ gender
- ◆ date of birth
- ◆ personal identification number (PID)

Student Term Enrollment Inquiry Screen

- ◆ name
- ◆ personal identification number (PID)
- ◆ term
- ◆ academic level
- ◆ college
- ◆ department
- ◆ major
- ◆ registration status
- ◆ academic status

Registration Inquiry Screen

- ◆ name
- ◆ personal identification number (PID)
- ◆ college
- ◆ academic level
- ◆ waitlist
- ◆ resident status
- ◆ department
- ◆ term
- ◆ class level
- ◆ major
- ◆ class schedule

These inquiry screens allow for searches by undergraduate (UN) or graduate (GR) in the academic level field (ACLVL). A search by quarter may be done in the TERM field. FAyy, e.g., FA03 = Fall quarter 03, Wlyy, SPyy may be entered for the appropriate academic year quarter. Summer session registration (S1yy, S2yy) may be searched but registration in summer session alone does not make a student eligible for employment in casual-restricted positions.

TIPS FOR USING ISIS

F3 - if on a name search page, F3 takes you to a PID search screen or you can search by social security number

F7 - if on the second page of data, F7 takes you back to the first page of data

F8 - if on the first of several pages of data, F8 takes you to the next page

F10 - takes you to the name search screen

HOW TO SET UP ISIS AS AN APPLICATION MENU CHOICE

When granted EDB Update access in the live version of PPS, you may start to use ISIS. Follow the procedure below to set up the selection ISIS Production on your Application Selection Menu.

1. Log in using your on-line user ID and password.
2. At the Application Selection Menu, you should see a message such as "additional selections are available to you".
3. If this message appears continue with the next step. If this message does not appear, see your DSA.
4. On the Application Selection Menu at the command => type **edit** and press **Enter**.
5. On the Edit Application Menu at the command => type **I** and press **Enter**.
6. On the Application Selection screen under the Status column, you should see one or more applications that do not say selected. To select the one(s) you want to appear on the Application Selection Menu, click or tab to the _ next to the one(s) you are adding and type in **s** and press **Enter**.
7. Press **F3** at the Application Selection screen.
8. Press **F3** at the Edit Application Menu.

On the Application Selection Menu you should now see the newly added selection. ISIS will say ISIS Production.

TIPS

WEB PAN

Please use Web PAN for New Hires and Rehires ONLY; do not use Web PAN for "Change of Action" for PPS as these updates are not recorded in Employee History and Student Employment can't verify actions taken in an effective manner.

HOURLY VERSUS MONTHLY DISTRIBUTIONS

Undergraduate and graduate students hired as casual-restricted employees are paid using sub 2 funding. Graduate students are usually paid monthly but may be paid hourly. Undergraduates are paid hourly.

ALTERNATE/HOME DEPARTMENT CODES

The current home department is responsible for adding an alternate department code. The alternate department will contact the home department to request the change. The home department will enter the alternate department code on the EPER screen.

Review the PPS Preparers Document listed on the Employing Students page on Blink <http://blink.ucsd.edu/HR/supervising/hiring/students/index.html>

Access to separated students - to rehire (employee no longer has an active appointment in PPS) an undergraduate student, call or e-mail the SEO and request home department access. To rehire a graduate student, contact the student's graduate department regarding access.

STUDENT EMPLOYEES PREVIOUSLY HAVING DEFINED CONTRIBUTION PLAN (DCP) WITHHOLDINGS

In order for a student employee to request a distribution of his/her DCP funds, upon separation the student employee should contact Fidelity at <https://netbenefits.fidelity.com> or 1-866-682-7787. For detailed information for graduate and undergraduate students, go to "Student FICA-DCP Information": <http://ogs.ucsd.edu/files/financial/employment/studentfica.pdf>. Separated or inactive status employees cannot establish a PIN and should still be able to access account information by calling FITSCO direct at 866-682-7787.

VOLUNTEERS

Human Resources - Records is the office of record for all volunteers at UCSD. Refer to <http://www-hr.ucsd.edu/~qwl/policies/volunteer.html>. See UCSD Implementing Procedures 3/Types of Appointment – Staff Volunteer Appointment for more details.

NAME ON THE SOCIAL SECURITY CARD

If the social security card is used as documentation on the I-9, the name in PPS must agree with the name appearing on the social security card per IRS regulations. If there is no period (.) after middle initial don't add a period in PPS.

HIRING OTHER UC STUDENTS

When hiring by exception or extending student employees from other UC campuses, in the PAN comment indicate which other UC the student attends and what documentation the department obtained to verify registration eligibility. The employing department is responsible for maintaining a copy of the registration documentation. On the EPD1 screen, the student status code for these individuals is 6 for undergraduates or 7 for graduate students.

UNITS ON EPD1 SCREEN

Units that a student employee is taking affect DCP withholding. Do not enter or change the number of units at anytime. If you notice that units are missing or incorrect, please contact your ES liaison.

HIRING STUDENTS ON WORK-STUDY

All policies/procedures/eligibility/duration requirements must be followed. The work-study award amount is the gross earnings (i.e., the departmental per cent plus the governmental program per cent) that the student may earn. It is best to calculate and keep a running balance of how many hours the award will allow the student to work. To do this, divide the gross work-study award by the student's hourly wage.

In addition to your calculations, the Financial Aid Office, in conjunction with the Payroll Office, sets a work-study cap on each student with an accepted award. The cap is set based on both a correct code designated in the Work-Study Program field and a correct social security number entered in PPS. Sometimes circumstances involved with the student's budget cause the cap to not set and occasionally you will have to process Payroll Time Records (PTRs) to reverse reported hours. The department should require that student employees inform your department of any changes in their work-study award.

The department will have access to two sets of DOPE's splitting the payments made to work-study students. One set is the departmental portion and the other is the governmental program match.

Entering a work-study hire in PPS is the same as other student employees with four exceptions.

1. On the distribution line at the far right is block WSP (this is where the work-study program designation code is entered and is what triggers the split). There are two work-study programs on the UCSD campus. All hires of undergraduate students will be made on the Federal program with a code of F. When SEO receives a PAN, the reviewer will determine whether the program needs to be revised to the other program.

2. Medical students are hired on Federal work-study with a code of "F". These are the only students allowed to use work-study funds during the summer months.
3. The begin date on the distribution is first day Fall quarter begins (or after). The end date on the distribution is always shorter than 06/30/__ (last day of Spring quarter).
4. The annotation in the comments block of the PAN should state, "hired on job # ____, work study award = \$____.00."

The award amount may be verified by reviewing the student's Financial Aid Award Letter, by contacting the Financial Aid Office or SEO or by checking the IFNW screen (for current or previously employed student employees only).

NAME DIFFERENCE BETWEEN ISIS AND PPS

If a name differs in ISIS and PPS, note ISIS name in PAN comments. Department should ensure student has entered legal name on all University employment forms.

EMPLOYING ENROLLED ONLY STUDENTS

Departments may extend or hire a continuing student who is enrolled or registered through the current quarter or academic year. Students must pay UC student services fees each quarter working (spring UC student services fees or be a new fall UC admit to work summer). Re-admitted undergraduates must have paid the readmission application fee at UCSD. Entering graduate students must have received a Certification of Admission from the Office of Graduate Studies and Research at UCSD. Third and fifth week reports are run each academic quarter to determine employed students' work eligibility. SEO will shorten the end dates in PPS of those students not meeting the requirement. Employing departments are responsible for the timely submission of separation bundles.

WITHDRAWAL POLICY

Students who withdraw up to and including the first day of instruction of a quarter are eligible for a 100% refund of student services fees. If a student receives less than a 100% refund, s/he may continue working for that quarter or may seek on-campus student employment. Department PPS Preparer will be notified. If it has been determined that a student is no longer eligible to work, timely submission of final wages and separation bundle is required.

ACTION CODES

Below are the most commonly used action codes used in the employment of students:

Employee Level (derived)

01 - New Hire

02 - Rehire

06 - Separation

Appointment Level (PPS preparer enters) – EAPC screen

13 - Additional Employment

14 - Employment in Different Academic Series

16 - Change in Percentage of Time

17 - Renewal of Appointment/Reappointment (Extending)

38 - Reclassification

Distribution Level (PPS preparer enters) – EAPC screen

18 - Funding Change

33 - Range Adjustment (Manual)

42 - Equity Increase

44 - Casual (Merit) Increase

SEPARATION OF CASUAL-RESTRICTED EMPLOYEES

If an employee will not be extended, it is required that a separation is processed effective with the last day on pay status.

Most commonly used separation codes for casual-restricted employees

AA to accept other employment

AB to look for another job

AD dissatisfied with job

AG health

AH to attend school (concentrate on studies)

AI military service

AK other (requires explanation in PAN comment)

BB (academic only) appointment expired

AM resignation – moved out of area

AN resignation – no reason given

CD termination of casual restricted appointment

CE graduation/no longer enrolled as a student

(DO NOT USE CB or BB for casual-restricted employees)

“E” codes are derogatory separation that require a Letter of Release & Proof of Service

EA lack of performance

EB misconduct

EC quit without notice

ED job abandonment

EE never started employment

I4 inactive for 4 consecutive months – derived by the system

KA death

UNIQUE ENTRIES NEEDED IN PPS FOR STUDENT EMPLOYEES.

- ◆ Program Type is 4 (casual-restricted); 5 (academic) – EAPC screen
- ◆ Student Status Codes – EPD1 screen
- ◆ 3 Undergraduate at UCSD 4 Graduate student at UCSD
- ◆ 6 Undergraduate at another UC 7 Graduate student at another UC

ADDITIONAL WEB RESOURCES

- ◆ Employing Students – <http://blink.ucsd.edu/HR/supervising/hiring/students/index.html>
- ◆ UCSD Implementing Procedures – <http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,465,00.html>
- ◆ EmployeeLink - Employee History – employeeink.ucsd.edu/