



New Student Employee Information

CONGRATULATIONS ON YOUR NEW STUDENT POSITION AT UC SANTA CRUZ!

Please read this document in its entirety. It contains important information for student employees and their supervisors.

Your HR Service Team Representative can assist you with any questions regarding your employment or the information contained in this document.

TIME RECORDS

Incomplete Or Late Time Records May Result In Delay Of Paycheck

In order to be paid, time records must be filled out monthly, submitted by you and approved by your supervisor no later than the 24th of the current month. Earlier time record deadlines may be set for November, December and February.

For the first month of time reporting **and** for **those students that are not able to use CruzPay**, a generic work-study/ non-work-study time record is available to be printed at:

<http://shr.ucsc.edu/forms/forms/shr-1989.xls>

Time records must be an accurate reflection of hours actually worked and/or accrued leave taken. Completing time records that do not accurately reflect correct time is a falsification of an official University document. All time reported such as time worked, overtime, and sick leave must be reported to the nearest quarter hour (.25, .50, etc.).

For those months where the total hours worked (for all student assistant positions) exceeds half time (50%), students will accrue sick leave and holiday pay (if appropriate) proportionate to their time on pay status for that month. Detailed policy information can be found at:

http://atyourservice.ucop.edu/employees/policies/staff_policies/index.html

Most student employees will use CruzPay to report time and enter their hours electronically. CruzPay is configured to allow for multiple jobs (or assignments).

Hours worked should be entered for each assignment (job) in CruzPay, with each timesheet routing to the appropriate supervisor for approval. Supervisors will be approving your hours on-line; **no paper timesheet is required**.

CruzPay User IDs and initial passwords are e-mailed to the user and **all e-mail communication from CruzPay will be sent to your CruzMail (@ucsc.edu) e-mail address.**

For more information on completing your time records in CruzPay, please visit the Student Employee Toolbox at:

<http://cruzpay.ucsc.edu/etoolbox/studenttoolbox/index.html>

The CruzPay Student Employee Quick-start Guide is a comprehensive one-sheet reference tool about entering your hours. To review or print it, click here:

<http://cruzpay.ucsc.edu/etoolbox/studenttoolbox/studentquickstart.pdf>

It is possible for a student to have multiple jobs, where not all of the jobs are included in CruzPay. The existing time reporting process in place should continue to be used for any jobs that are not CruzPay eligible. **To determine if your job is not CruzPay eligible**, please click here to see if the unit is listed:

<http://cruzpay.ucsc.edu/News/stuollout.html>

PAY INFORMATION

Your normal monthly payday will be on the 8th of the month following the month worked (e.g., October time worked is paid to you in November). If your pay date falls on a Saturday or Sunday, you will be paid the preceding Friday.

Your W-2 form will reflect earnings for the time worked from December through November, not January through December. Your W-2 will be sent to the same campus address as your check/surepay.

Undergraduate students who fall below 6 units and graduate students who fall below 5 units will be subject to Defined Contribution Plan (DCP) and Medicare withholdings (8.95%).

NOTE: Your employee ID Number is located on your paycheck stub.

HOURS WORKED

Student employees carrying a full schedule of classes must work fewer than twenty (20) hours per week while school is in session.

Breaks: A 15 minute rest period may be granted for each work period of three continuous hours or more, not to exceed two rest periods per day. Rest periods are considered as time worked and are scheduled by the supervisor based on operational needs.

Overtime: Overtime is defined as time on pay status, which exceeds forty (40) hours in a workweek. All overtime requires pre-approval from your supervisor prior to being worked and must be compensated with pay, not time off.

WORK STUDY STUDENTS

If you are hired into additional work-study positions you will need to indicate if you want your work-study award split between those positions in the ER system.

PERSONAL STATUS

For changes to your name, address, phone, or if you will no longer be working in this position, please notify your HR Service Team Representative, in writing, in order for your status to be officially updated in the payroll system.

ACCIDENT/ILLNESS REPORTING

If you sustain a job-related injury or illness, you must report this to your supervisor immediately.

ROLES & RESPONSIBILITIES

These offices/individuals are available to help you with the following issues:

Career Center	Job Opportunities, Financial Aid Information, Employee Relations, Policy/Procedures, Student Employment Eligibility
Staff HR Service Team	Recruitment, Terms and Conditions of Employment, Time and Attendance, Pay
Supervisor	Unit information, Work Expectations, Job Duties, Schedule, Absences, Assignments, Performance, Safety, Job Related Questions and Issues

HELPFUL UCSC WEB PAGES

Career Center	http://www2.ucsc.edu/careers/student/index.html
Cruz Pay	http://cruzpay.ucsc.edu/
Student Employment Policy/ Procedure Manual	http://www2.ucsc.edu/careers/staff/policy.html
Locate Your Service Team	http://shr.ucsc.edu/hrst/hrst_locate-team.htm
Financial Aid Office	http://www2.ucsc.edu/fin-aid/
UCSC	http://www.ucsc.edu/oncampus/