

## 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 Staff HR Service Operations Specialist 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 (see below)**, a generic work-study/ non-work-study time record is available to be printed at:  
<http://shr.ucsc.edu/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](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.

## 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. Please note: Starting February 2013, paydays will no longer be once a month; they will be biweekly. Please visit the BiweeklyPay website for more information: <http://biweeklypay.ucsc.edu/>

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 you provided the Career Center at the time you signed up.

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

Please visit the Career Center website for Work-Study Information:  
<http://careers.ucsc.edu/jobs/workstudy.html>

## PERSONAL STATUS

For changes to your address, phone, or other contact information, please log into the At Your Service UCOP website to indicate the appropriate new information: <http://atyourservice.ucop.edu/>

To make changes to your name or if you will no longer be working in this position, please notify your Staff HR Service Operations Specialist in writing (email), in order for your status to be officially updated in the payroll system:  
[http://shr.ucsc.edu/contact/locate\\_team.html](http://shr.ucsc.edu/contact/locate_team.html)

## 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 Operations	Time and Attendance, Pay
Supervisor	Recruitment, Unit information, Work Expectations, Terms and Conditions of Employment, Background Check (Live Scan), Job Duties, Schedule, Absences, Assignments, Performance, Safety, Job Related Questions and Issues

## HELPFUL UCSC WEB PAGES

Career Center	<a href="http://careers.ucsc.edu/student/">http://careers.ucsc.edu/student/</a>
Cruz Pay	<a href="http://cruzpay.ucsc.edu/">http://cruzpay.ucsc.edu/</a>
Student Employment Policy/ Procedure	<a href="http://careers.ucsc.edu/staff/policy.html">http://careers.ucsc.edu/staff/policy.html</a>
Locate Your Staff HR Operations Specialist	<a href="http://shr.ucsc.edu/contact/locate-team.html">http://shr.ucsc.edu/contact/locate-team.html</a>
Financial Aid Office	<a href="http://financialaid.ucsc.edu/">http://financialaid.ucsc.edu/</a>
UCSC	<a href="http://www.ucsc.edu/">http://www.ucsc.edu/</a>