

## *On Campus Student Employee New Hire Workshop*

Fall Semester 2020



### **Accessing Paystubs and Sick Time Balances through Employee Portal**

#### **Via the Payroll Website**

- Create new user
- Register

#### **Important to Note:**

During the Fall 2020 semester, all student positions will be working remotely. You will be supplied with the adequate resources to do so, please connect with your supervisor about what you will be needing to complete the work being assigned to you.

You may be asked to participate in photos and / or videos for your work, if this occurs, please check-in with your supervisor about the need to complete a Photo Release to have on file in your department.

If you are accessing information that is sensitive in nature, you will be required to complete FERPA training. This is a requirement that must be completed prior to accessing any information. Questions about whether the work you do is FERPA sensitive? Talk to your supervisor or contact Jamie Longnecker Coordinator, Workforce Development at [Jlongnecker@santarosa.edu](mailto:Jlongnecker@santarosa.edu)

### **Breaks**

#### **Meal breaks:**

Employees who work more than five (5) hours in a day are entitled to a thirty (30) minute meal break. However, an employee may agree to waive that meal break if s/he will not work more than six (6) hours in the day.

#### **Rest breaks:**

- Rest breaks/rest periods are also required under California labor regulations.
- The length of required rest periods must be at least ten (10) minutes for each four (4) hours, or substantial fraction thereof, that the employee will work in the day.
- These rest breaks must be counted as time worked and must be paid time. They must also be in the middle of the employee's work period, to the extent that this is a practicable.
- Rest periods are not required for employees who work less than three and a half (3 1/2) hours in a day.

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### **Timesheet**

- Due to payroll: 10<sup>th</sup> of the Month
- Must be signed by you AND your supervisor
- Students must remain enrolled in 6 or more units (12 units for international students) to remain eligible
- Student Employees that are categorized as International Students cannot work more than 20 hours a week while school is in session and 25 hours a week when school is not in session. All other student employees cannot work more than 25 hours a week (even if he or she works in multiple departments).
- Originals will be sent to your supervisor's email as soon as they're ready for distribution and/or a spreadsheet from Payroll will be supplied to them for completion.
  - You are ultimately responsible for filling it out every shift

### **Sick Leave**

- Sick Leave Plan Year: July 1 through June 30
- Employees may use their paid sick leave for the following reasons:
  1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for themselves;
  2. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee's family member (includes parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild or grandparent)
  3. For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in Labor Code section 230(c) and Labor Code Section 230.1(a).

**Daily limit on sick leave usage:** Employees will be required to use the sick leave hours in the following increments of time so long as the employee has the balance available:

- Employees using paid sick time will not be able to use the sick hours for any increment of time less than 2 hours per request.
- Employees using paid sick time will not be able to use the sick hours for any time in excess of the daily maximum of 8 hours.
- Sick leave may not be advanced once the maximum of 24 hours/3 days of paid sick leave is used within the fiscal year (July 1 through June 30).

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### **How to use the sick leave benefits**

- If the use of sick leave is foreseeable, employees must provide their supervisor with advance notice of the absence, if possible.
- If the need for the leave is unforeseeable, the employee shall provide notice as soon as practicable and report their absence to their supervisor.
- **It is the responsibility of the employee to enter and record their absence on their monthly timesheet.** (The employee's supervisor may enter the absence on the timesheet on behalf of the employee when notified of the absence.)
- The total amount of hours used as sick leave during a pay period should be recorded on the excel timesheet under the "Sick Leave" column.
- Any unused sick leave hours are not paid off at the time of termination of employment from SRJC.

**Transfers of sick leave:** The sick leave hours are not transferrable to any other California Community College or K-12 institution.

Evaluations and Pay Increases	
• <a href="#">200 hours</a>	
○ Automatically applied to your timesheet the pay period after you achieve 200 hours	
○ Appraisal with your supervisor	
○ 200 hours of work completed	
○ Current rate: \$15.40 /hour	
• <a href="#">600 hours</a> (changes coming soon to form)	
○ Not automatic	
○ Appraisal with your supervisor	
○ 1 unit of Work Experience (minimum)	
○ 600 hours of work completed	
○ Current Rate: \$15.70 /hour	