Student Employment Orientation

Salazar Hall, SH E184

March 2015
Hosted by:

Career Development Center
  Brenda Aguilar

Payroll
  Elcee Teng

Financial Aid
  Tony S. and Jonathan C.

EH&S - Risk Management
  Kevin Brady

Office of Diversity and Inclusion
  Mariel Mulet
Hiring Procedures

- Student Employment Requisition & its purpose
- Posting Jobs (Eagle iJobs)
- Student Employment Applications and Selection Process
- Employee Transaction Form (ETF)
- Students’ Responsibilities Upon Job Offer
- Managing the Student Employee
Hiring Procedures:
Student Employment Applications

Approved position

• Requisition
• Job Posting
• Position will be posted in EAGLEJOBS
• Career Center Job Boards
• Selection Process

Reminder: Ensure that applicant(s) meet(s) the minimum student employee eligibility requirements.
Student Assistant Employment Eligibility

- **Student Assistants must have and maintain a minimum GPA of 2.0** per quarter. 
  
  **AND**

- **Must be a currently enrolled Cal State L.A. student** (6 quarter units minimum - Undergraduate; 4 quarter units minimum - Graduate) with the exception of summer quarter.

**Students Graduating AND Summer Employment**

- Bridge Classification 1874
Student Employment Classifications

• Student Assistants 1870
• Work-Study employees 1871
• Non-Resident Alien 1868
  • (undocumented students)
• Instructional Student Assistant 1150
• Bridge 1874
Students’ Responsibilities
Upon Job offer

Have the student call the Student Employment Office in the Career Development Center at (323)343-3277

The following documents are required in order for a student to be hired.

• Original Employee Transaction Form
• I-9 Documentation (requesting specific documents)

International students (1868)
  • I-9 issued by IPS office
  • Social security receipt

• Copy of Current Class Schedule
• Copy of Previous Quarter Grades

Instructional Student Assistants (1150) are required to have an Offer Letter
Hiring Procedures:

Authorization to Begin Work

...without prior authorization from the Student Employment Office or the Center for Student Financial Aid.
STUDENT PAYROLL
PeopleSoft Time & Labor

- All Students are required to enter time worked on PeopleSoft Time and Labor.

- Student Assistants must enter time on PeopleSoft Time & Labor on a daily basis.

- Authorized department personnel will approve time online.

- Departments need to contact Administrative Technology for new students who need access to Time & Labor.

- Time and Labor is web-based – all you need is access to the internet.
PeopleSoft Time & Labor

- Submission of the Student Time Voucher is no longer necessary. A time card is available on PeopleSoft therefore there is no need to have the student complete the Student Time Voucher.

- Submit only the CD048 to Payroll.

- If a student is working more than 20 hours in a week, ensure that an approved memo is attached to the Student Attendance Report (CD048).
# Cal State L.A.

**Job Title:** Student Assistant  
**Empl Rcd Nbr:** 3064777

**View By:** Time Period  
**Date:** 04/01/2011  
**Reported Hours:** 80.00 Hours  
**Scheduled Hours:** 0.00 Hours

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**From 04/01/2011 to 04/30/2011**

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### Approve Payable Time

#### Approve Time for Time Reporters

**Employee Selection Criteria**

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<td>EmpID</td>
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<td>Emp Rec Nbr</td>
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<td>Last Name</td>
<td></td>
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<tr>
<td>First Name</td>
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**Get Employees**

**Start Date** 04/01/2011  
**End Date** 04/30/2011

Select an employee and click on the approve button below to approve the employee's time for the time period. Click on the employee's name to view and/or approve the employee's time. You may expand the date range by changing the start and end dates or by leaving them blank. Leave both date field blank to return all employees with payable time that needs approval.

### Employees For Debra Hernandez

| Select | Name                  | Employee ID | Emp Rec Nbr | Job         | Job Description               | Total Payable Hours | Department | Business Unit | Location Code | Position Number |
|--------|-----------------------|-------------|-------------|-------------|------------------------------|---------------------|------------|---------------|---------------|----------------|----------------|
| ☐      | Abella, Chester       | 221558125   | 0           | 1871        | Stdt Tmee, On-Cmps Wrk, Stdy | 77.0000000          | 400130     | CSULA         | 400130        | 00005067        |
| ☐      | Abu Jaradeh, Backer N | 301486892   | 0           | 1870        | Student Assistant            | 80.0000000          | 201050     | CSULA         | 201050        | 00004949        |
| ☐      | Acuna, Erika Autumn   | 301079486   | 0           | 1870        | Student Assistant            | 75.5000000          | 400120     | CSULA         | 400120        | 00005418        |
| ☐      | Adams, Desenie Tii    | 300417512   | 0           | 1870        | Student Assistant            | 80.0000000          | 500710     | CSULA         | 500710        | 00005555        |
| ☐      | Aguilar, Darlene      | 301262552   | 0           | 1871        | Stdt Tmee, On-Cmps Wrk, Stdy | 88.0000000          | 600000     | CSULA         | 600000        | 00005085        |
Online Time Approval

★ Timekeepers review and make the necessary corrections or have the students make corrections to time entered before the end of the month.
★ Time is approved by designated personnel after the timekeeper reviews all data.
★ After the 3 day grace period, corrections can be made by submitting a Time & Labor Payroll Adjustment form.
★ HR Security Forms will need to be completed and approved for all new users of PeopleSoft. This includes any modification to current profiles. These forms can be found at: [http://www.calstatela.edu/its/forms/get_account/indexhr.htm](http://www.calstatela.edu/its/forms/get_account/indexhr.htm)
Roster Student Classifications

• The following student classifications are also reported on PeopleSoft Time & Labor: 1868, 1150, 1874

• Non-Resident Alien (class code 1868): NRA’s need to register with the online Glacier Tax Compliance System. This is addressed by the Career Center during the hiring process.
Payroll Requirements

- Only designated campus personnel is authorized to pick up or deliver documents containing social security numbers. (Refer to Payroll Memo, dated June 2, 2004)

- Student Assistants are not allowed to deliver or pick up documents containing social security numbers.
Payroll Adjustment Form

- Fill it out completely.

- Approver and Timekeeper signatures are required.

- Ensure that all hourly totals are correct.

- All payroll documents can be found in Public Folders, under “Payroll Services”.
# Time and Labor Payroll Adjustment Form

**California State University, Los Angeles**

**Today's Date:** 3/21/2013

1. Select the appropriate box:
   - Positive Attendance (POS)
   - Student Assistant (1876)
   - Work-Study (1871/1872)
   - NRA Student Assistant (1668)
   - ISA Student (1150/1151)

   - **Employee Name**
   - **Dept ID**
   - **Dept Name**
   - **EID #**
   - **Record #**
   - **SSN NO.**
   - **Reporting Unit**
   - **Job Code**

2. Select type of "Pay" or "Leave" Transactions Adjustment:
   - **Current Month:**
   - **Prior Month:**
   - **Hourly Pay Increase:**
   - **Correct Leave Usage (POS):**

   *Request pay for employee when department has missed transmitting deadline or to correct Time & Labor entry.*

   *Request pay for employee from a prior month when employee's hours were not included or to correct regular transmission.*

   *Request increase in Hourly Rate from a prior pay period. Requests must be approved by Career Center or Work-Study Office.*

   *Correct leave usage for a prior month that was recorded incorrectly.*

3. **Pay Period (MM/YYYY)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
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</tr>
</tbody>
</table>

4. **Total Hours Should Be:** 0.0

**Total Hours Paid:** 0.0

**Total Adjustment:** 0.0

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I certify as a Time Keeper/Approver that the information on this Payroll Adjustment Form is taken from the employee timesheets for the pay period indicated, and the time sheets have been certified by signature of the employee who worked and the signature of the employee's supervisor.

**Note:** Properly certified and signed time sheets must be maintained on file by the department for five (5) years.

**Approver Signature**

**Date**

**Time Keeper Signature**

**Date**
student information:

- Fill in NAME, EID#, SSN, Dept ID/Name, Record #, Reporting Unit and Job Code.

Select type of "Pay" or "Leave" Transactions and report hours according to selections:

- **Current Month** - request pay for employee when department has missed transmitting deadline or to correct Time & Labor entry.

- **Prior Month** - request pay for student(s) from a prior month when employee's hours were not included in regular transmission or to correct Time & Labor entry.

  - When reporting overtime hours (OTPR), enter date and hours and select the code from the list box. Also enter the overtime from start to end.

  - When entering time on the Adjustment Form, enter time, space then a (AM) or p (PM) press enter (example, Time In: 8 a, Time Out: 12 p).

- **Hourly Pay Increase** - request increase in Hourly Rate from a prior pay period. Requests must be approved by Career Center or Work-Study Office.

- **Correct Leave Usage** - correct leave usage for a prior month that was recorded incorrectly. Select the appropriate code if applicable.

Report partial hours in tenths. *

- Fill in PAY PERIOD, PAY RATE if applicable.

- Must complete:
  - Total Hours Should Be
  - Total Hours Paid
  - Total Adjustment

Time Keeper needs to complete the following:

- Form Completed By (name and extension)
- Date

Read and sign on the Time Keeper Signature line

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2. Check for correctness of information in Time Record section, including:

   a. Verify hours reported as worked for each day of pay period.
   b. Record partial hours in tenths. *
   c. No paid dinner/lunch break.
   d. No weekend or holiday hours when the University is closed, unless the student actually worked.
   e. 20 hours per week limitation. (In some cases other limits may be imposed.)
   f. Verify totals.

3. BE SURE THAT YOU ARE NOT SUBMITTING HOURS IN EXCESS OF STUDENTS' AGREED EARNINGS ENTITLEMENT IN FEDERAL WORK-STUDY.

4. Read and sign the Approver Signature line.

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<td>13-18 = .3</td>
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<td>49-54 = .9</td>
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**Not on Time & Labor:**

Submit Time Vouchers and Form 672, Time & Attendance Report.

**On Time & Labor:**

Submit only Form 672, Time & Attendance Report.

**Student Assistant/Work-Study**

- Not on Time & Labor:
  - Submit Time Vouchers and Form CD048, Student Assistant Attendance Report.

- On Time & Labor:
  - Submit only the Form CD048, Student Assistant Attendance Report.

**POSITIVE EMPLOYEE**

- Submit only Form 672, Time & Attendance Report
- Using 'Leave' (VA, SL, PH) credit according to availability
# STUDENT ASSISTANT ATTENDANCE REPORT

**I hereby certify under penalty of perjury that I am duly authorized by the herein named state agency to make this report and certification that this report correctly reflects the attendance of all student assistant employees of this reporting unit for the pay period indicated and that all employees listed herein are entitled to payment for time reported herein and have taken, allowed, and filed the oaths required by law.**

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Social Security Number Confidentiality

- Senate Bill (SB) 25 amended the California Civil Code Section 1798.85, which limits the California State University’s use of social security numbers as identifiers for students and employees.

- Because the legislation is intended to deter public disclosure of social security numbers, it does not prohibit use of the social security number for internal verification, or administrative purpose, or as otherwise required by law.
Social Security Number Confidentiality (cont’d)

- The California State University (CSU) is currently prohibited from:
  - Publicly posting or displaying an individual’s social security number.
  - Printing an individual’s social security number on any card required for access to products or services.
Social Security Number Confidentiality (cont’d)

- Requiring an individual to transmit his/her social security number over the Internet, unless the connection is secure or the social security number is encrypted.

- Printing an individual’s social security number on materials that are mailed (except where required by state or federal law). However, social security numbers may still be included in applications and forms sent by mail to establish, amend or terminate an account, contract or policy, or to confirm the accuracy of the social security number. A social security number may not be printed on a postcard or visible on an envelope.
Senate Bill 25 and the CSU

- Senate Bill 25 prohibits the CSU from:
  - Sending e-mails containing social security numbers.
  - Faxing documents containing social security numbers.
  - Sending forms via Intercampus mail containing Social Security numbers.
Risk Management & EHS Office
Located in Corporation Yard Room 244

Kevin T. Brady, Director

Extension 3-3527
http://www.calstatela.edu/univ/ehs/
History of Student Occupational Injuries
As of 03/02/15
RISK MANAGEMENT & ENVIRONMENTAL HEALTH AND SAFETY (EHS)

- Introduction
  - What is Risk Management & EHS?

- Risk Management
  - Claims Management
  - Insurance Programs
    - Risk Exposure & Mitigation
    - Requirements for Driving on State Business

- Occupational Safety
  - Safe & Healthful Working Conditions
    - Reporting Injuries & Unsafe Conditions in a Timely Manner
  - Training
Risk Management & Environmental Health & Safety (EHS)

- **Environmental Control & Chemical Safety**
  - Use of Chemicals? Employee Knowledge of Safety Data Sheet (SDS)
    - Go To: [http://jr.chemwatch.net/chemwatch.web/dashboard](http://jr.chemwatch.net/chemwatch.web/dashboard)
  - Proper Use, Storage & Disposal of Hazardous Substances

- **Radiation & Biological Safety**
  - Specific Training, contact Tanyi Obenson (Radiation) or Andrew Wilson (Biological) at 3-3531

- **Supervisor New Hire Responsibility**
  - Provide the Safety Handbook, Go Through Safety Checklist and have Employee Attend a 2-Hour Safety Orientation, GHS and Ergonomic Training, contact RM/EHS Office at ext. 3-3531 to schedule.
  - Cart Safety is important!
Supervisor’s Safety Orientation Checklist for General Use

Risk Management and Environmental, Health & Safety  
California State University, Los Angeles

The supervisor and the employee should meet to discuss items 1 through 4 on the employee’s first day of appointment, promotion, or reassignment. Employees shall be informed of the contents of the University’s Safety Programs and their appendices by directing them to the following website address: http://www.calstatela.edu/ehs/occupational-safety or by contacting the EHS Office, in Corporation Yard 244, at (323) 343-3527, or (323) 343-3531.

<table>
<thead>
<tr>
<th>Date:</th>
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<tbody>
<tr>
<td>Employee Name (Print):</td>
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</tbody>
</table>

Employees shall be informed of all applicable requirements of this checklist:

1. **Work Area Safety Orientation**
   - How to report an unsafe condition.
   - Location of University Hazard Report Form.
     - http://www.calstatela.edu/ehs/hazard-incident-report
   - Location/access to Safety Data Sheets (SDSs) for hazardous substances.
     - http://jr.chemwatch.net/chemwatch.web/dashboard
   - Location of Injury/Illness prevention Program:
     - http://www.calstatela.edu/ehs/occupational-safety
   - Location & identity of hazardous materials.
   - Presence of physical or chemical hazards in the work area, specific to their job function.
   - Appropriate and safe work practices for the job.
   - Labeling, signs, warning placards or other communication methods for identifying hazards in the workplace.
   - Off-hour emergency contacts/protocols.
   - Understanding that **no employee** shall ever work in an assignment/job that he/she feels is unsafe or that requires additional direction to do safely.

2. **Personal Protective Equipment (PPE)**
   - Location, selection and use of Personal Protective Equipment for the work assignment/task/job function.

3. **Emergency Procedures**
   - Identification of emergency preparedness procedures including primary/secondary evacuation routes, exterior assembly areas and location of all area emergency equipment.
   - Location of continuous monitoring devices or alarms.
   - Contact information to report an emergency.
   - Review of University emergency action plan at: http://www.calstatela.edu/police/campus-emergency-plan
   - Emergency shutdown procedures for equipment.

4. **Communication**
   - Location of employee safety board (HRM Lobby).

We agree that the checked items have been discussed.
This form will be used to establish a basis for probationary appraisals.

<table>
<thead>
<tr>
<th>Employee’s Signature</th>
<th>Department</th>
<th>Date</th>
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</thead>
</table>

DEAN / CHAIR / SUPERVISOR’S SIGNATURE 
DATE
Supervisor’s Safety Orientation Checklist for Laboratories

<table>
<thead>
<tr>
<th>Risk Management and Environmental, Health &amp; Safety</th>
<th>California State University, Los Angeles</th>
</tr>
</thead>
<tbody>
<tr>
<td>The supervisor and the employee should meet to discuss items 1 through 3 on the employee's first day of appointment, promotion, or reassignment. Employees shall be informed of the contents of the University's Chemical Hygiene Plan and Hazard Management Program and their appendices by directing them to: <a href="http://www.calstatela.edu/ehs/chemical-and-laboratory-safety">http://www.calstatela.edu/ehs/chemical-and-laboratory-safety</a>.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>EMPLOYEE NAME (PRINT):</th>
<th>DATE:</th>
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</table>

**Check when discussed (Line through if not applicable)**

Employees shall be informed of all applicable requirements of this checklist:

1. **General Safety Orientation**
   - Location of emergency devices (phone, alarms, fire extinguishers, shutoffs, etc…).
   - Identification of evacuation procedures including primary/secondary evacuation routes, exterior assembly areas and shutdown procedures when leaving.
   - Appropriate and safe laboratory work practices.
   - Review of University emergency action plan at: [http://www.calstatela.edu/police/campus-emergency-plan](http://www.calstatela.edu/police/campus-emergency-plan)
   - Off-hour emergency contacts/protocols.

2. **Chemical Safety Procedures**
   - Location and identity of chemical substances in the laboratory.
   - Presence of physical or chemical hazards related to hazardous substances in the work area.
   - Never work along in the Lab without notifying Public Safety at ext. 3-3700.
   - Location, selection and use of PPE for the laboratory work assignment/task.
   - Never to work when it is unsafe to do so.

   - Location/access to Safety Data Sheets (SDSs) for chemicals in the laboratory and thorough knowledge of all hazards before chemical use: [http://jr.chemwatch.net/chemwatch.web/dashboard].
   - Labeling, signs, warning placards or other communication methods for identifying hazards in the laboratory.
   - Proper procedures for identifying, reporting and responding to hazardous material spills.
     - Work Hours: contact ext. 3-3546 or 3-3531
     - Off-Hours: contact ext. 3-3700 or 911
   - Methods and actions in identifying, labeling and disposing of laboratory hazardous waste.

3. **Communication**
   - Location of employee safety board (HRM Lobby), routing of safety bulletins, safety protocol, and proper lab techniques for all work.

We agree that the checked items have been discussed. This form will be used to establish a basis for probationary appraisals.

<table>
<thead>
<tr>
<th>EMPLOYEE'S SIGNATURE</th>
<th>DEPARTMENT</th>
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RM/EHS- (2/15)  WE ARE AN EQUAL OPPORTUNITY / DISABLED / TITLE IX EMPLOYER
CONTINUATION OF STUDENT EMPLOYMENT
Managing the Student Employee: Salary Increases, Performance Appraisals and Student Separations

- Salary increases should be considered at least once a year.

- Salary increases have to be submitted to the Student Employment Office for Student Assistants or the Financial Aid office for Federal Work Study employees no later than the 15th of the month.

- Written Performance Appraisals

- Student Employee Separation
Hours of Employment, Breaks and/or Lunches

Cal State L.A. and The California State University policy states that when school is in session:

- Student Assistants 1870
- Work-Study employees 1871
- Non-Resident Alien 1868 (undocumented students)
- Instructional Student Assistant 1150

May work up to, but not in excess of 20 hours per week and no more than 8 hours per day.

- Students working a consecutive 4-hour work period may take one paid 10-minute break. Students working more than 6 consecutive hours (6.1 and above) are required to take an unpaid 30-minute lunch break.
Changes is Student Employment

Bridge Classification

• Continuing Student Employees not enrolled for the summer quarter will be classified as 1874 Bridge.

• What documents will be required to process continuing students in the summer?
  • ETF (1874) – Effective dates (06/14/2015 – 09/20/2015)

• What about international students? **

• Bridge (Summer)? Due April 27, 2015.
Other Changes

- Making Corrections on Student Employment Documents
- Student Employment Documents (New Location)
- Student Employment Applications (Electronic)
Changes in Student Employment

Minimum Wage Increase 2016

• Effective January 1, 2016 the California minimum wage will increase to $10.00 per hour.

• The Student Employment Classification Levels will be modified.
REMINDER:

New Fiscal Year 2015-2016

- Student Employment Requisitions
- ETF 1870 Effective date (9/21/2015- 06/11/2016)
- Appraisal
- Appropriate Use Agreement for Student Assistants (ITS-2803)
- FERPA (if applicable)

DUE by Friday July 6, 2015.

- Please submit ALL Student Employment Requisitions (Student Assistant & Federal Work Study) to Brenda Aguilar in the Career Development Center.

- Please submit Employee Transaction Forms (ETFs) for Student Assistants to Brenda Aguilar in the Career Development Center (Mail Code: 8390-05).

- Please submit Employee Transaction Forms (ETFs) for Federal Work Study students to Tony Salazar in The Center for Student Financial Aid (Mail Code: 8402-02).
Federal Work-Study Student Employment Eligibility

Eligibility Criteria

- 2015-2016 FAFSA application completed by March 2nd, 2015 priority deadline.
- “Dreamers” or AB540 students are ineligible.
- EFC (Expected Family Contribution) = $0
- Maximum Award: Up to $4,000 per academic year.
Federal Work-Study Employment Begin & End Dates

- No FWS for Summer 2015 or 2016 (Transition year for Q2S (Quarter to Semester)).

- September 24, 2015 – students may begin to work for the 2015-16 academic year.

- June 10, 2016 – last date of employment for 2015-2016 academic year.
Federal Work-Study Hiring Procedures

• Departments will email a listing of the students they want to “re-hire” or “hire” to the Financial Aid Office.

• ATTN: Tony Salazar by Friday, July 10th

• FWS awards will be offered to eligible students.

• Priority consideration will be given to students employed as FWS in the prior year (2014-15).

• Departments will receive an email confirmation of eligible and ineligible students from Tony Salazar within 1 month.
Federal Work-Study Hiring Procedures (cont).

- The Financial Aid Office will begin accepting ETF’s (Employee Transaction Forms) on Friday, July 31, 2015.

- Students with incomplete Financial Aid files or not meeting SAP (Satisfactory Academic Progress) will be ineligible for an FWS award.
- Once their file is complete or if their SAP Appeal is approved, awarding of FWS will depend upon the availability of remaining funds.
- Visit the Financial Aid Office web site to view/print copy of the Hiring Procedure handout.
Federal Work-Study Time Sheet Submittals

- Departments must submit completed and signed Student Assistant Attendance Reports (aka time sheets) to the Financial aid Office by the “Final Attendance” dates.
- Final Attendance dates are indicated in as “blue” date on the CSULA Payroll Calendar.
- Deadline Dates are available via the HRM payroll website: http://web.calstatela.edu/univ/payroll/calendar.php
- Failure to meet the deadline may create a delay in the students receiving their paychecks.
Federal Work-Study: Satisfactory Academic Progress (SAP) Standards

Students must be meeting SAP standards:
- Policy online via the Financial Aid Office web site.
- GPA, Rate of Completion, and Excessive units monitored annually.
- SAP will be monitored quarterly for students on Financial Aid “Probation”.

Minimum Cumulative GPA Requirements:
- Undergraduates: 2.0 GPA
- Teaching Credential/Post-bacc: 2.5 GPA
- Master’s Students: 3.0 GPA

Students must maintain ½-time enrollment (6 units per term)
- Graduate students may be enrolled in 4 units provided they are 500 level courses.
Federal Work - Study Contact Information

Tony Salazar, Financial Aid Work-Study Coordinator
Office location: SA (Student Affairs) 124
Email: Tsalazar@cslanet.calstatela.edu
Extension 3-3257

Daily Office Hours:
Monday & Wednesday 10:00 a.m. to 6:00 p.m.
Tuesday, Thursday and Friday
8:00 a.m. to 5:00 p.m.
Question & Answer Session

- Any **Student Assistant** questions, please contact Brenda Aguilar at 3-3277, or by email baguilar@cslanet.calstatela.edu.

- Any **Federal Work-Study** questions, please contact Tony Salazar 3-3257, or by email tsalazar@cslanet.calstatela.edu.

- Any **Payroll** questions, please contact Payroll Services at 3-3680 or visit them in Administration 601.
National Student Employee Appreciation Week
April 12 - 18, 2015

Over 1200 students are employed by CSULA, playing a key role in the operations, research, and educational areas. Student employees perform invaluable services with enthusiasm, dedication, and initiative. All while developing skills and experience.

Show your student employees how much you value their contributions by participating in Student Employee Appreciation Week. Depending on your resources, you may want to plan activities for the entire week, several days, or just one day.

Have a great Spring Quarter!