Hosted by:

Career Development Center
Brenda Aguilar

Financial Aid
Tony S. and Gloria B.

Payroll
Delia Sanchez

EH&S – Risk Management
Kevin Brady

Equity, Diversity and Inclusion
Mariel Mulet
Hiring Procedures
Hiring Procedures

- Initiating recruitment
- Posting Jobs (CareerLink)
- Student Employment Applications and Selecting a student
- Processing a new student employee
- Student’s Responsibilities Upon Job Offer
- Managing the Student Employee
Initiating Recruitment

- Requisition (forms are located in CareerLink under Library)
- Job Posting
- CareerLink
- Career Center Job Boards
- Selection Process

**Reminder:** Ensure applicant(s) meet(s) the minimum student employee eligibility requirements.
Student Employment Classifications

- **Student Assistants 1870** (Students with a Work Authorization)
- **Work – Study Employees 1871.**
- **Non – Resident Alien 1868.**
  - International Students
  - Students that have a Work Permit
- **Instructional Student Assistant 1150** (what about international students under 1150)
- **Bridge 1874.** (Summer and Winter Break)
Student Assistant Employment Eligibility

- **Student Assistant** must have and maintain a minimum GPA of 2.0 per term.

- **Must be a currently enrolled Cal State L.A student**
  - (6 units minimum - Undergraduate)
  - (4 units minimum - Graduate) with exception of summer term.
  - 1868-International students Must be enrolled **full time**
    - Students are allowed to work during summer term while they are not taking classes.
  - **1868- **** Students with a work permit**
    - Students need to be enrolled half time only

- **Student Graduating and Summer Employment**
  - Bridge Classification 1874
  - Winter Break 1871 and 1870
The following documents are required in order for a student to be hired. End date 05/26/2017

- Original Employee Transaction Form
- I-9 Documentation (Do not request specific documents)
  - International Students (1868)
    - I-9 issued by IPS office
    - Social Security Receipt
    - End date 06/30/2017
  - Instructional Student Assistants (1150)
    - Offer Letter
- Work Permit
  - Social security card
  - Work permit
  - End date 06/30/2017
- Copy of Current Class Schedule
- Copy of Previous Quarter Grades
Authorization to Begin Work

... without prior authorization from the Student Employment Office or the Center for Student Financial Aid.

Please note: You must verify the start date on the Authorization.
Managing the Student Employee

Hours of Employment, Breaks and/or Lunches

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

• 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.

• Students under the 1150 classification are authorize to take a paid 15 minute break.
Updates for Student Employment

Bridge Classification and Summer Employment

Summer Employment??

Continuing Student Employees enrolled in less than half time for the summer session will be classified as 1874 Bridge.

Continuing students- ETF (1874) – Effective Dates 05/27/2017 – 08/20/2017

• Students Graduating in Spring- Effective Dates (1874)-05/27/2017- 08/20/2017

What about students under 1868?

• These students will keep their classification 1868 through the summer session including the following Academic Year.

• Once they graduate, they are not eligible to continue working

Bridge (Summer) Due April 28, 2017.
• Salary increase- should be considered at least once a year.
  • Submit ETF and Student Appraisal

• Student Employee Separation- An Appraisal will also be necessary when you separate a student.
2017-2018 Student Employment

REMINDER:

New Fiscal Year 2017-2018

- Student Employment Requisitions
  - ETF 1870 Effective dates: Effective Dates: 08/21/2017-05/25/2018

• Appraisal

• Appropriate Use Agreement for Student Assistants (ITS-2803)

• FERPA (if applicable)

DUE by Friday April 28, 2017.

Please submit

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

• Student Assistants Employee Transaction Forms (ETFs) to Brenda Aguilar.

• Federal Work Study Employee Transaction Forms (ETFs) to Tony Salazar in The Center for Student Financial Aid.
Federal Work-Study
Federal Work-Study Student Employment Eligibility

Eligibility Criteria

2017-2018 FAFSA application completed by March 2nd, 2017 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 2017.

**August 21, 2017** – students may begin to work for the 2017-2018 academic year.

**May 18, 2018** – last date of employment for 2017-2018 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, June 9th

FWS awards will be offered to eligible students.

Priority consideration will be given to students employed as FWS in the prior year (2016-17).

Departments will receive an email confirmation of eligible and ineligible students from Tony Salazar no sooner than 4 weeks.
The Financial Aid Office will begin accepting ETF’s (Employee Transaction Forms) on Friday, July 07, 2017.

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.

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:

GPA, Rate of Completion, and Excessive units.

SAP will be monitored semester 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

Visit our Financial Aid Office web site for SAP Policy.

Students must maintain ½-time enrollment (6 units per term)  
Graduate students may be enrolled in 4 units provided they are 5000 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

Office Hours:
Monday – Thursday 8:00 am- 6:00 pm & Friday 8:00 am- 5:00 pm
Student Payroll
• Employees appointed in the following job classification codes are required to report all hours worked into the “Time and Labor” timesheet:
   1870 – Student Assistant
   1871 – Student Trainee, On-Campus Work Study
   1872 – Student Trainee, Off-Campus Work Study
   1150 – Instructional Student Assistant
   1868 – Student - Non Citizen Status
   1874 – Bridge Student Assistant
• These employees will only have access to the timesheet between the pay period begin and end dates.

• Supervisors and timekeepers have access to timesheets up until the 3rd of the following month.
## Correct Timesheet

### Timesheet

**Student Name:**

**Job Title:** Student Assist

**Empl ID:** 00000000

**Employee Record Number:** 0

**View By:**

- **Date:** 03/06/2017
- **Reported Time Period:** 16:00 Hours
- **Scheduled Hours:** 0:00 Hours

### From 03/06/2017 to 03/12/2017

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
<th>In</th>
<th>Lunch</th>
<th>Out</th>
<th>Punch Total</th>
<th>Task Group</th>
<th>Time Zone</th>
<th>Rule Element 3</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td>1:00 PM</td>
<td></td>
<td></td>
<td>5:00 PM</td>
<td>4.0</td>
<td>CSU</td>
<td>PST</td>
<td>3/6</td>
</tr>
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<td>CSU</td>
<td>PST</td>
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<td>CSU</td>
<td>PST</td>
<td>3/8</td>
</tr>
<tr>
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<td>3/9</td>
<td>New</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>CSU</td>
<td>PST</td>
<td>3/9</td>
</tr>
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<td></td>
<td></td>
<td>3:00 PM</td>
<td>4.0</td>
<td>CSU</td>
<td>PST</td>
<td>3/10</td>
</tr>
<tr>
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<td>3/11</td>
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<td></td>
<td></td>
<td>CSU</td>
<td>PST</td>
<td>3/11</td>
</tr>
<tr>
<td>Sun</td>
<td>3/12</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CSU</td>
<td>PST</td>
<td>3/12</td>
</tr>
</tbody>
</table>
Incorrect Timesheet

Most Common Error: entering the “out” time in the “lunch” slot.
All designated timekeepers and approvers should have completed a GET HR account request form to obtain access to the “Time and Labor” module in the “GET” system.

Need a GET HR account?
http://www.calstatela.edu/its/forms/get_account/indexhr.htm

Update your GET HR account access:
http://www.calstatela.edu/its/forms/get_account/indexmodhr.htm
Online Time Approval

• **Before Approval:**
  - Timekeepers review and make the necessary corrections OR have the students make corrections to timesheet **BEFORE** the end of the pay period.
  - A “Time Administration” refresh of timecards is run nightly. This process updates the total hours for approval.
    - For same day entries and corrections to be approved, call Payroll Services to request for a “Time Administration” refresh.

• **After Approval**
  - After the 3 day grace period, corrections can be made by submitting a “Time & Labor Payroll Adjustment” form.

*Time is approved by your designated approver after the timekeeper reviews all data.*
Approving Time

Approvers must approve student and rostered employees’ hours in order for the hours to be processed for pay.
# Student Assistant Attendance Report - CDO 048

- Student attendance report for:
  - Student Assistants and Work Study ONLY.
  - Classification Codes: 1870, 1871, & 1872

- If a student is working more than 20 hours in a week, an approved memo is required. Attach the approved memo to the Student Attendance Report (CDO048).

- All hours must be recorded on a student attendance report and submitted to Payroll Services by 10:00 am on the last day of the pay period.
Positive Attendance Report: FORM 672

- Positive Attendance Report for:
  - Class Codes: **1150, 1868, 1874 ONLY**

- Form 672 must be submitted to payroll by 10:00 am on the last day of the pay period.
Payroll Adjustment Form

• The “Time & Labor Payroll Adjustment” form MUST be filled out completely.
• Approver and Timekeeper signatures are required on the form.
• Adjustments for a Work Study Student must be sent to Tony Salazar in Financial Aid, not Payroll Services.
• Verify that all hourly totals are correct.
• All payroll documents can be found on our website.
  http://www.calstatela.edu/hrm/payroll-forms
# Time and Labor: Payroll Adjustment Form

[Image of the form]

**California State University, Los Angeles**

**Time and Labor Payroll Adjustment Form**

1. Select the appropriate box:
   - Positive attendance (POS)
   - Student assistant (1970)
   - Work Study (1971/1972)
   - NEA Student Assistant (1948)
   - IA Student (150/151)

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

3. Pay Period (MM/YYYY):
   - POS ONLY:
   - Time in:
   - Time Out:
   - Total Hours:
   - Please choose one:

4. Total Hours Should Be: 0.0
   - Total Hours Paid: 0.0
   - Total Adjustment: 0.0

**Identify as a Time Keeper/Approver:**
- The information on this Payroll Adjustment Form is taken from the employee's 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.

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

**Approval Signature:**
- Date:
- Time Keeper Signature:
- Date:

**Form Completed By:**
- Ext #:

*Updated: 5/12/2011*
### Instructions: Payroll Adjustment Form

<table>
<thead>
<tr>
<th>TIME KEEPER</th>
<th>SUPERVISOR</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select the appropriate classification and fill in the student information:</td>
<td>1. Check for completeness of employee information.</td>
<td>ISA &amp; NRA STUDENTS</td>
</tr>
<tr>
<td>a. Fill in NAME, EID#, SSN, Dept #/Name, Record #. Reporting Unit and Job Code.</td>
<td>2. Check for correctness of information in Time Record section, including:</td>
<td>Not on Time &amp; Labor:</td>
</tr>
<tr>
<td>2. Select type of &quot;Pay&quot; or &quot;Leave&quot; Transactions and report hours according to selections:</td>
<td>a. Verify hours reported as worked for each day of pay period.</td>
<td>Submit Time Vouchers and Form 672, Time &amp; Attendance Report.</td>
</tr>
<tr>
<td>- Current Month - request pay for employee when department has missed transmitting deadline or to correct Time &amp; Labor entry.</td>
<td>b. Record partial hours in tenths.*</td>
<td>On Time &amp; Labor:</td>
</tr>
<tr>
<td>- 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 &amp; Labor entry.</td>
<td>c. No paid dinner/lunch break.</td>
<td>Submit only Form 672, Time &amp; Attendance Report.</td>
</tr>
<tr>
<td>▶ When reporting overtime hours (OTTP), enter date and hours and select the code from the list box. Also enter the overtime from start to end.</td>
<td>d. No weekend or holiday hours when the University is closed, unless the student actually worked.</td>
<td>Student Assistant/Work-Study</td>
</tr>
<tr>
<td>▶ 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).</td>
<td>e. 20 hours per week limitation. (In some cases other limits may be imposed.)</td>
<td>Not on Time &amp; Labor:</td>
</tr>
<tr>
<td>- Hourly Pay Increase - request increase in Hourly Rate from a prior pay period. Requests must be approved by Career Center or Work-Study Office.</td>
<td>f. Verify totals.</td>
<td>Submit Time Vouchers and Form 60048, Student Assistant Attendance Report.</td>
</tr>
<tr>
<td>- Correct Leave Usage - correct leave usage for a prior month that was recorded incorrectly. Select the appropriate code if applicable.</td>
<td></td>
<td>On Time &amp; Labor:</td>
</tr>
<tr>
<td>Report partial hours in tenths.*</td>
<td>3. BE SURE THAT YOU ARE NOT SUBMITTING HOURS IN EXCESS OF STUDENTS' AGREED EARNINGS ENTITLEMENT IN FEDERAL WORK STUDY.</td>
<td>Submit only the Form 60048, Student Assistant Attendance Report.</td>
</tr>
<tr>
<td>3. Fill in PAY PERIOD, PAY RATE if applicable.</td>
<td>4. Read and sign the Approver Signature line.</td>
<td>POSITIVE EMPLOYEE</td>
</tr>
<tr>
<td>4. Must complete:</td>
<td></td>
<td>▶ Submit only Form 672, Time &amp; Attendance Report.</td>
</tr>
<tr>
<td>▶ Total Hours Should Be</td>
<td>Using Leave (VA, SL, PH) credit according to availability.</td>
<td></td>
</tr>
<tr>
<td>▶ Total Hours Paid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▶ Total Adjustment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Time Keeper needs to complete the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▶ Form Completed By (name and extension)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▶ Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Read and sign on the Time Keeper Signature line</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Time Table

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Tenths</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-12</td>
<td>0.1-0.2</td>
</tr>
<tr>
<td>13-18</td>
<td>0.3</td>
</tr>
<tr>
<td>19-24</td>
<td>0.4</td>
</tr>
<tr>
<td>25-30</td>
<td>0.5</td>
</tr>
<tr>
<td>31-36</td>
<td>0.6</td>
</tr>
<tr>
<td>37-42</td>
<td>0.7</td>
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<tr>
<td>43-48</td>
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</tr>
<tr>
<td>49-54</td>
<td>0.9</td>
</tr>
<tr>
<td>55-60</td>
<td>1.0</td>
</tr>
</tbody>
</table>
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 Assistant are not allowed to deliver or pick up documents containing social security numbers.

• An email or a signed memo from the department’s MPP is required to add an authorized staff employee to the “Student Attendance Pickup List”
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.
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.
Check list
Check List

- Run PIP Report
  - Verify timesheet for missing punches
  - Check Lunch breaks
  - Search for hours worked over 8
- Attendance
  - Verify that student and roster employees are on the appropriate attendance
  - Verify the department unit
  - PIP Payable Hours Summary report should match the attendance
  - Approver’s signature
  - Work study attendance is sent directly to Tony Salazar
- Payable Time
  - Approve student and roster employee hours
Running the PIP REPORT

**Process Scheduler Request**

<table>
<thead>
<tr>
<th>User ID</th>
<th>Run Control ID</th>
<th>Timecard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server Name</td>
<td>PSNT</td>
<td>03/23/2016</td>
</tr>
<tr>
<td>Recurrence</td>
<td></td>
<td>2:59:19PM</td>
</tr>
<tr>
<td>Time Zone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Process List**

<table>
<thead>
<tr>
<th>Select</th>
<th>Description</th>
<th>Process Name</th>
<th>Process Type</th>
<th>*Type</th>
<th>*Format</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Time And Labor Rpt</td>
<td>LAHR012</td>
<td>Crystal</td>
<td>Web</td>
<td>XLS</td>
<td>Distribution</td>
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<td></td>
<td>PIP Payable Hours Summary</td>
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<td>Web</td>
<td>PDF</td>
<td>Distribution</td>
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<tr>
<td>☑</td>
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<td>LAHR012C</td>
<td>Crystal</td>
<td>Web</td>
<td>XLS</td>
<td>Distribution</td>
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</table>
### REPORTED TIME

<table>
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<tr>
<th>Name</th>
<th>Rec #</th>
<th>Empl ID</th>
<th>Punch In</th>
<th>Punch Out</th>
<th>Hrs</th>
<th>Location</th>
<th>DeptID</th>
<th>Unit</th>
<th>Jobcode</th>
<th>Pos #</th>
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</thead>
<tbody>
<tr>
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<td>000000000</td>
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<td>03/03/16 01:00 PM</td>
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</tr>
<tr>
<td></td>
<td>0</td>
<td>000000000</td>
<td>03/07/16 07:15 AM</td>
<td>03/07/16 12:00 PM</td>
<td>4.75</td>
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<tr>
<td></td>
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<td>03/09/16 01:30 PM</td>
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<td></td>
</tr>
<tr>
<td></td>
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<td>000000000</td>
<td>03/10/16 09:00 AM</td>
<td>03/10/16 01:00 PM</td>
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<td>790000</td>
<td>812</td>
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<td>03/14/16 01:00 PM</td>
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</tr>
<tr>
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<td>0</td>
<td>000000000</td>
<td>03/15/16 09:00 AM</td>
<td>03/15/16 01:30 PM</td>
<td>4.50</td>
<td>790000</td>
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<td></td>
<td>0</td>
<td>000000000</td>
<td>03/17/16 09:00 AM</td>
<td>03/17/16 01:00 PM</td>
<td>4.00</td>
<td>790000</td>
<td>812</td>
<td>1870</td>
<td>00005024</td>
<td></td>
</tr>
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<td></td>
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<td>33.50</td>
<td></td>
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</tr>
<tr>
<td><strong>Employee 2</strong></td>
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<td>03/02/16 07:30 AM</td>
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<td>790000</td>
<td>812</td>
<td>1870</td>
<td>00005024</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>000000000</td>
<td>03/07/16 07:30 AM</td>
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Run Date: 3/23/2016
EH&S – Risk Management Orientation
Presented By:

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 04/01/17

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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
* Contact Dan Thomas at x3-3534

Occupational Safety
Safe & Healthful Working Conditions
Reporting Injuries & Unsafe Conditions in a Timely Manner
Training (Required vs. Recommended)
Environmental Control & Chemical Safety
- Use of Chemicals? Employee Knowledge of Safety Data Sheet (SDS)
  
  Go To: https://jr.chemwatch.net/chemwatch.web/home
- Proper Use, Storage & Disposal of Hazardous Substances

Radiation & Biological Safety
- Specific Training, contact Tanyi Obenson (Radiation & Laser) 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 Training, GHS and Ergonomic Training
  
  *contact RM/EHS Office at ext. 3-3531 to schedule.
- Assess Additional Training Needs!

Electric Cart Safety is important!
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](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.

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

1. **Work Area Safety Orientation**
   - How to report an unsafe condition.
   - Location/access to Safety Data Sheets (SDSs) for hazardous substances. http://jr.chemwatch.net/chemwatch.web/dashboard
   - 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](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.
National Student Employee Appreciation Week
April 09-15, 2017

Over 1200 students are employed by CSULA under the Student Employment Program, 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 Semester!
Contact Us

Student Employment Office
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
5151 State University Drive, Los Angeles, CA 90032

Phone
323.343.3277

Email
baguilar@cslanet.calstatela.edu

Web
calstatela.edu