



Career Center

NEW STUDENT ASSISTANT ORIENTATION

ON-CAMPUS STUDENT EMPLOYMENT

Table of Contents

Welcome..... 3

Student Employee Expectations and Responsibilities..... 4 - 5

New Employee Account Setup..... 6

Managing Your Employee Information..... 7

Payroll Information..... 8 - 9

Bereavement Leave Request..... 10

Important Contacts.....11

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Welcome!

Dear Student,

On behalf of your hiring department, Human Resources Office, the Division of Student Affairs and Enrollment Management, and Faculty Affairs, congratulations on your hire as a student employee at Cal State LA!

You are now an important member of the university community, and your work and contributions are valued by your team and the campus as a whole. This guide is designed to support you as you get started, providing the information and resources you need to begin your role as a student employee with confidence.

This guide includes information to help you get started in your role and navigate your student-employee experience at Cal State LA.

We look forward to your contributions and wish you success in your role.



Student Employee Expectations and Responsibilities

Work Schedule



Your department supervisor will work with you to establish your schedule.

Please inform your supervisor in advance of exams and major assignments so they can plan any necessary schedule adjustments.

Student Work Hours



Student employees may work up to 20 hours per week while school is in session or during academic breaks if they are enrolled at least half-time. During summer and winter sessions, students who are enrolled less than half-time may work up to 40 hours per week.

Students may hold more than one job; however, the total combined hours across all positions must not exceed the applicable hourly limits.

Overtime is not permitted for student employees.

Timesheet



At the end of each day worked, student employees must report hours worked through the CHRS Employee Self Service portal.

Student Employee Expectations and Responsibilities

Breaks



Student employees should not work more than six consecutive hours without taking a break. Supervisors may determine when breaks are taken; however, breaks should not be scheduled at the beginning or end of a work shift. Unused breaks are not cumulative and are not eligible for additional pay.

Up to 4 hours worked:

- A 10-minute paid break is provided. A break is not required if the total daily work time is less than three and a half hours

More than 5 hours worked:

- A 30-minute unpaid meal break is required within a five (5) hour work period. If the total shift is no more than six hours, the meal break may be waived by mutual consent of both the supervisor and the student employee

Both the student and the department are responsible for accurately tracking and documenting all breaks taken.

Ending Your Employment

If you plan to resign before the end of your appointment, please notify your Supervisor, Department Administrator, and the Student Employment Office by email, and include your final day of work.

New Employee Account Setup

Get Ready!



As a student employee, you are required to activate your employee account. This account will allow you to:

- Access your employee email (required for all work-related communication)
- Complete required trainings in CSU Learn
- Access HR/Payroll systems

Please note: Your account will be available for activation approximately one week after your official authorization-to-work date.

How to Activate Your Account



- Go to: <http://id.calstatela.edu/>
- Select "Activate Account"
- Enter your CIN and Last Name, then click Submit
- Activate the Faculty affiliation option
- Complete the Validation prompt and click Submit
- Complete the Employee's Acknowledgment of Confidentiality and Appropriate Use of Account agreement
- Set a password and click Submit
- Once completed, open a web browser, and log in using your newly created employee credentials

Need Help?

If you are unable to access or activate your employee account, please contact the Student Employment Office for assistance.

Managing Your Employee Information

Keep Your Employee Information Up to Date



As a student employee, it is important to keep your personal and contact information current throughout your employment at Cal State LA. Changes to your address, phone number, emergency contacts, or other personal information should be updated as soon as possible to ensure the University can contact you when needed and maintain accurate employment records.

The CHRS Student Assistants webpage provides step-by-step guides to help you:

- Update your personal address
- Update your contact information
- Add or update emergency contacts
- Update your preferred name
- Review and update other employee information as needed

The webpage also includes resources for time reporting, payroll, and Cal Employee Connect.

CHRS Student Assistants Resource Page

We recommend bookmarking this page and using it as a reference throughout your employment.

Payroll Information

Timesheet Instructions

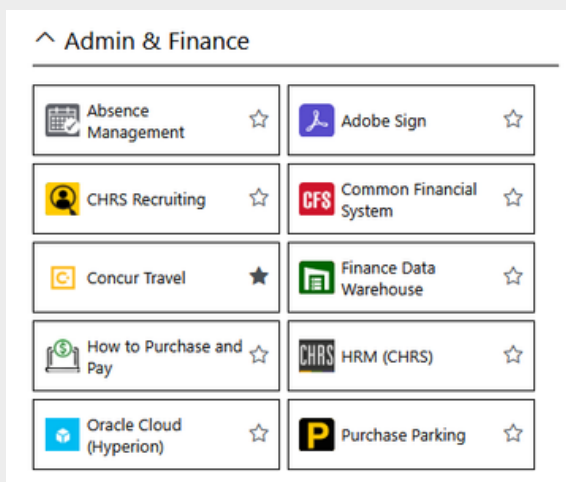
As a student employee, it is your responsibility to accurately track and submit your work hours to ensure you are paid on time.

- Record your hours daily for all time worked
- Complete your monthly timesheet, including the number of hours worked each day within the pay period
- Submit your timesheet to your supervisor for approval on a weekly basis

Please make sure all entries are accurate and submitted on time, as this is required for payroll processing.

Enter Hourly Time Worked

- Log in to your [MyCalStateLA](#) portal using your employee log in credentials
- Navigate to the Admin & Finance section and select the CHRS icon



- For step-by-step guidance on submitting your timesheet through the CSU Time system, please review the [CHRS Time and Absences Self-Service-ESS](#) training website.

Payroll Information

Getting Paid



Payday is the 15th of the following month. If the 15th falls on Saturday or a holiday, pay day is usually the last working day before. If the 15th falls on Sunday, pay day is the following working day.

Cal Employee Connect



Register for Cal Employee Connect to view your paycheck, access your W-2, enroll in direct deposit, and update your withholdings.

- Visit the [Cal Employee Connect](#) website and use the CHRS “[Register for Cal Employee Connect Training](#)” page for step-by-step instructions on how to register.

Please Note: In order to access Cal Employee Connect, you will need your first pay warrant (i.e. paycheck) when registering.

Bereavement Leave Request

Bereavement Leave



If you experience the loss of an eligible family member, you may request bereavement leave. Requests must be submitted within three months of the date of the family member's passing.

- **Student Assistants** may request up to five days of unpaid bereavement leave and must have been employed for at least 30 days prior to taking leave
- **Instructional Student Assistants** may receive up to two days of paid bereavement leave and up to three additional days of unpaid leave. If travel for the funeral is 500 miles or more, you may request one additional day of paid leave

To request bereavement leave, please access and submit the [Student Employment Bereavement Leave Request Form](#).

Important Contacts

Career Center

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Email: careers@cslanet.calstatela.edu

Call: (323) 343-3237

Student Employment Office

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Email: studemp@calstatela.edu

Call: (323) 343-3293

Payroll Services

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Email: payroll@calstatela.edu

Call: (323) 343-3694

Federal Work-Study

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Email: fws@calstatela.edu

Call: (323) 343-3257