

Orientation for New Student Employees

INSTRUCTIONAL STUDENT ASSISTANTS &
STUDENT ASSISTANTS

Expectations

Expectations

As an employee you represent the department and campus.

- Be punctual
- Practice professionalism
- Use effective communication with supervisor and co-workers

What questions should you ask your employer?

- What is my work title?
- Am I being paid through Federal Work-Study?
- What is appropriate work attire?
- How will I know my work schedule?
- Who should I contact if I can't make a scheduled shift?
- What are the departments policies regarding:
 - Cell phone usage
 - Doing homework on the job
 - Using computers or internet for personal usage
 - Calling in sick

Who should you contact ?

Find out the point of contact for....

- Projects
- Work prioritization
- Adjustments to work schedule
- Managing your workload

Who do I report to if my supervisor is out of the office?

Work Schedule

Work Schedule Considerations

- Total hours across multiple jobs on campus cannot exceed 20 hours a week (when classes are in session).
 - All campus jobs-combined
 - Hours may vary for classification. Ask your supervisor

Federal Work Study

- Federal Work-Study
 - How is Federal Work-study awarded?
- Federal Work-study is based on need and provides an opportunity to earn money through a part-time job on campus.
 - It is part of your financial aid package
 - You must accept it in order to receive it.

If your work-study award amount changes notify your employer immediately

Attendance Tracking

- Complete your timesheet each day you work.
- You are responsible for ensuring your timesheet is accurate and complete.
- Ask supervisor when timesheets are due each month.
- Ask who you should be turning your timesheet into.

Breaks - Required by California Labor Law

California Labor Law break requirements:

- < 3.5 hrs = no break
- 4 - 4.5 hrs = 10 min. break
- 6 hrs = 10 min break & 30 min lunch (if desired)
- 6.1 hrs = 10 min break & 30 min lunch (mandatory)

Time Worked (hrs)	No. of Breaks	Break Duration (min)*	Mandatory/ Optional
<3.5 hrs	0	0	N/A
4- 4.5 hrs	1	10	Mandatory
6 hrs	2	10, 30	10- Mandatory, 30- Optional
6.1+ hrs	2	10, 30	Mandatory

Pay

When is Payday?

- Payday is on the 15th of every month
- Pick up paycheck in the Student Service Center (SSC) 230
Bring photo ID

You may also check your pay date on the [Campus Calendar](#).



Enrolling in Direct Deposit

- Submit [Direct Deposit form](#) to Payroll located in KNDL 220.
- Takes 1-2 pay cycles to become active.
- Contact [Payroll](#) immediately before closing bank account on file.
 - Failing to notifying payroll your account is closed could cause a delay in receiving your next paycheck.

After Receiving Your First Pay stub

Enroll in Cal Employee CONNECT to view your monthly pay stubs online and W-2 tax document.

- [Information on enrolling in CEC](#)
- Link to register your account <https://connect.sco.ca.gov>

STATE OF CALIFORNIA DIRECT DEPOSIT ADVICE

DIRECT DEPOSIT NUMBER 09-855665

AMOUNT DEPOSITED \$*3476.87

TO J D DOE

208-918

NOT NEGOTIABLE

BETTY T. YEE CALIFORNIA STATE CONTROLLER

When changing accounts or financial institutions, notify your personnel office immediately. Do not close your old account until you have received your first payment in your new account.

STATE OF CALIFORNIA STATEMENT OF EARNINGS AND DEDUCTIONS

YEAR-TO-DATE	PERIOD	AMOUNT	PERIOD	AMOUNT
CURRENT	6222.66	5777.09	2745.79	3476.87
YEAR-TO-DATE	30515.14			

REGULAR 6082.66 FEDERAL TAX 712.58
FLEX CASH 140.00 STATE TAX 291.67
*RETIREMENT 445.57
SOC SEC 385.80
MEDICARE 90.23
CASDI 62.23
PE ADM CHD 1.00
VISION-VSP .00
FED TAX ADJ 667.00
SETU1000F 89.71

Sign up NOW!!!!

Provided by: The State Controller's Office

Cal Employee CONNECT

Cal Employee CONNECT is a secure, web-based employee self-service portal accessible to employees. Access to password protected/secure areas of this portal is restricted to authorized users only.

To Register, go to <https://cecpilot.sco.ca.gov>

1. Have a recent paper pay stub in hand (see back for more details)
2. It has information you will need that is not available from Payroll or the Chico State Portal
3. Be a state-side employee
4. Go to Cal Employee Connect
5. Select "Register"
6. Follow the prompts to register using your campus or personal email account
7. Once registered, you will be able to login to:
 - a. View and print your earnings statements/paychecks: current tax year and 2 tax years prior
 - b. View and print W-2 information: 3 years are available

For help or to provide feedback, please write to: connectfeedback@sco.ca.gov

Earnings & Deductions
View earnings statements and payroll deductions

Print
Print and save direct deposit earnings statements

W2 Information
View and print W-2 data

Working During the Summer

- Campus [Summer Work Schedule](#) is different.
- If you are not taking classes during the Summer Student Assistants are appointed to a “Bridge” classification
 - However, **additional payroll withholdings** will be applied to your check

Paycheck Withholdings During Summer

Applicable Payroll Deductions

- Federal Taxes
- State Taxes
- Medicare Tax (1.45%)
- *PST Retirement Contributions (7.5%)*



Don't Be
Surprised!

PST Retirement contributions withholdings are mandatory during Summer Bridge appointment periods only.

How to Request PST Funds Back

- **Savings Plus** deducts a portion of your wages and deposits it into a retirement account for you.
- You're eligible to withdraw 90 days after the last transaction posts into your account.
- Information about your payment options can be found online at savingsplusnow.com or **call 1-855-616-4776**

Savings Plus – Part-time, Seasonal, & Temporary Employees Retirement Program

1810 16 th Street	Phone Number
Room 108	1-855-616-4776
Sacramento, CA 95811	Savingsplusnow.com

Hours: Mon-Fri: 9 AM–4 PM
Excluding Federal Holidays

Call the number above to obtain user login information. Funds are usually available for withdraw during the month of December or January.

Injuries

Workers Compensation


What if you become injured at work?

- Call **9-1-1** if the injury requires emergency assistance.
- Report the illness/injury IMMEDIATELY to **your supervisor** and **Employee Leaves & Workers Comp** (530) 898-5437
- Follow [Procedures for Workplace Injuries or Illness](#).

Injuries at Work

You can choose to see your own Physician, Chiropractor or Acupuncturist in the event you are injured on the job by completing and turning in the form shown to Benefits, KNDL 118.

Please note, your paperwork must be completed and turned into Benefits KNDL 118 **prior to sustaining any injury.*

 **CALIFORNIA STATE UNIVERSITY CHICO**
HUMAN RESOURCES SERVICE CENTER
EMPLOYEE LEAVES AND WORKERS' COMPENSATION

400 W. 1ST STREET
KENDALL HALL ROOM 220
CHICO, CA 95929-0010
530-898-4670
FAX: 530-898-2755

NOTICE OF PRE-DESIGNATION OF PERSONAL PHYSICIAN (Work-Related Injury/Illness)

OPTIONAL

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- on the date of your work injury you have health care coverage for injuries or illnesses that are not work-related;
- the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries;
- prior to the injury your doctor agrees to treat you for work injuries or illnesses;
- prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name and business address.

You may use this form to notify the Benefits and Workers' Compensation Unit if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

Employee: Complete this section.

If I have a work-related injury or illness, I choose to be treated by: _____
(Name of Doctor – M.D., D.O. or Medical Group)

(Street Address, City, State, Zip) (Telephone Number)

(Employee's Name)

(Street Address, City, State, Zip) (Telephone Number)

(Name of Insurance Company, Plan or Fund providing health coverage for non-occupational injuries or illnesses)

(Employee's Signature) (Date)

Physician: I agree to this Pre-designation

(Signature of Physician or Designated Employee of the Physician or Medical Group) (Date)

The physician is not required to sign this form; however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be pre-designated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3), Title 8, California Code of Regulations, section 9783.

Employee: Please return the completed form to:

Employee Leaves and Workers' Compensation
California State University, Chico
400 W. First Street
Chico, CA 95929-0010

Rev. 3/2014

Legal Responsibilities

- Confidentiality
- Mandated Reporting
- Required Training

Confidentiality

What does that mean?

- Access to work systems strictly when working
- Work information must not be for personal use
- Do not give out addresses or contact information

Understanding Data Protection levels

- Level 1 Data: personally identifiable information (protect)
- Level 2: guard due to proprietary, ethical, or privacy considerations (protect)
- Level 3: publicly available, but may be subject to campus review or disclosure procedures

Mandated Reporting

Legal Responsibilities

Employees are mandated to report:

- Discrimination
- Harassment
- Retaliation
- Child Abuse

Compliance Training

Trainings must be completed within 30 days of beginning to work and should be completed during work hours.

- Notices will be sent to your student email account from the campus CSU, Learn (training@csuchico.edu).
- View a list of online required trainings at:
<https://www.csuchico.edu/training/compliance/>

Information Resources & Security

Information Resources & Security

- Information security is everyone's business
 - For backup, save to Box
 - University employees' cloud for file sharing
 - Passwords - the good and the bad
 - If your personal email is ever comprised, change the password immediately.
- Contact: ITSS x6000 or Information Security x6212, isec@csuchico.edu

Health, Safety, & Preparedness

- What do you do when the electricity goes off unexpectedly?
- Why would the magnetized doors in one of our buildings suddenly close?
- Where do you go for information and what is the appropriate response when those things happen?

Important Tip: go to the campus home page for emergency notifications.

- As soon as possible, a (red banner) notice will be added to <https://www.csuchico.edu/> with instructions
- [Campus Emergency Preparedness](#)

Chico State Alerts

- [Emergency Notification System](#) – sign up for texts/calls; external speaker system
- Emergency Assembly Point Locations

Health, Safety, & Preparedness Cont..

- Do you know the multiple purposes of the blue light phones?
 - Did you know you can use Campus Connection?
- University Safety & University Police
 - ◆ Blue Light Phones
 - ◆ Campus Connection: On-Campus Safety Shuttle
 - Safety Concerns?
 - ◆ Emergency? Dial 911 from a campus phone to reach University Police
 - ◆ University Police
 - ◆ Environmental Health and Safety

Resources

Student Employee Resources

Helpful resource pages to bookmark:

- [LinkedIn Learning](#)
- [CSU Learn](#)
- [CSU Learn - FAQ's](#)
- [Student Employment](#)
- [Student Employment Policies & Procedures](#)

Compliance Training Questions

Question regarding compliance trainings?

Contact **Professional Development**

- Email: pdev@csuchico.edu
- Phone #: 530-898-6771
- Website: <https://www.csuchico.edu/hr/pdev/>
- Professional Development [training.csuchico.edu](https://www.csuchico.edu/training.csuchico.edu)
 - Professional Development > Compliance Trainings > Student Employees

General Student Employment Questions

Contact the Student Employment Office

- (530) 898 - 5256
- studemploy@csuchico.edu
- SSC 270 ~ Zip 0701

Congratulations Wildcats! Welcome
to the team!