



Supervisor Frequently Asked Questions

It is the responsibility of the hiring managers and supervisors to provide support, guidance, a secure setting for growth, and a workplace orientation for the Student Employee. Keep in mind this job may be a student's first professional work environment.

✓ **Timesheet Approvals**

- o Timesheets are approved by hiring managers/supervisors or designees left to the discretion of the department.
- o In CMS, submitted time has a status of "Needs Approval" until it is approved by the department.
- o Once time is approved in the system, it can no longer be modified in CMS Student/HR. Modifications need to be made using the Student Time Adjustment Report.
- o Time may be reported up to 60 days in the past - Time older than 60 days must be submitted on the [Student Time Adjustment Report](#).
- o Pay period inclusive dates are listed on the [payroll calendar](#) for each pay period - pay period dates do not always follow a calendar month.
- o For further job aids on timekeeping please visit the [Payroll Services website](#).

✓ **Allowable Working Hours**

- o When school is in session, Student Assistants may work up to, but not exceed, 20 hours per week. When school is **not** in session due to semester academic breaks and summer recess, Student Assistants may work up to a maximum of 40 hours per week but shall not be scheduled, nor permitted, to work overtime.

✓ **SumTotal Training Modules**

- o Student employees are required to complete the following SumTotal training modules:
 - CSU's Discrimination Harassment Prevention Program for Non-Supervisors Certification
 - Data Security and FERPA Certification
 - Gender Equity and Title IX Certification
 - Hazard Communications Basics Certification
 - Injury and Illness Prevention Program (IIPP) Certification
 - Mandated Reporters of Child Abuse Certification
- o All required training modules are automatically assigned, and additional courses can be completed through self enrollment.
- o Student employees will receive SumTotal access within 72 hours after completing the New Hire Onboarding process.



✓ **Meal Breaks Periods**

- o All employees are entitled to a 15 minute paid break period after each consecutive four **(4) hour** shift.
- o If an employee works more than **five (5)** consecutive hours, they are entitled to a 30-minute unpaid meal period. The employee and supervisor may mutually agree to waive the meal period if the entire shift is no more than **six (6) hours**.
- o Please note, an employee must be completely relieved of duties during a meal break, otherwise, the meal break must be paid.

✓ **Graduating Seniors**

- o Upon graduation, Student Assistants may work up to the last official day of the academic term. In addition, campuses may allow graduating Student Assistants to work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant. For example, at semester system campuses, Student Assistants graduating in the spring term may work through the summer period up until the day before the fall term begins. Nonresident – Student Employees should refer to the Department of Homeland Security duration of status requirements.

✓ **Benefits/Paid Time-Off**

- o Student Assistant classifications are not eligible for health benefits, vacation, sick leave, holiday pay or any other paid time off. Time used by Student Assistants for jury duty or when summoned as a witness, shall be treated as an excused absence without pay. A Student Assistant who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extend U.S. military service, shall be granted time off without pay.
- o For eligible Unit 11 Academic Student Employees please visit [Article 3 of the collective bargaining agreement](#).

✓ **Workers' Compensation**

- o Every Student Assistant is covered during his/her working hours by Workers' Compensation Insurance. The coverage provides an incapacitated student employee a means of support and medical care when unable to work because of a job-related injury or illness. It is essential that an employee **immediately** report any job related accident or illness to the manager/supervisor.

✓ **Performance Evaluations**

- o It is recommended that managers/supervisors complete performance evaluations for student employees and discuss the student's performance, strengths, and areas needing growth and development.



✓ **Separations**

- o All separation notices prior to a student employee's expected end date must be communicated via email to Human Resources and Payroll Services, to ensure proper separation and secure final pay for student assistants.
- o When possible, notice of separation should be provided at least 72 hours prior to an employee's last day of work.
- o For Academic Student Employees, further information regarding Conditions of Appointment can be found in [Article 2](#) of the [Unit 11 Collective Bargaining Agreement](#).
- o Examples of Voluntary Separations
 - Resignation
 - Graduation
 - Student hired in a staff or faculty position
- o Examples of Involuntary Separations
 - GPA ineligibility
 - Budget limitation
 - Serious misconduct

✓ **Mass Terminations / Extending Job Appointments**

- o All non-represented and Federal Work Study Student Employee job instances (class codes 1151, 1868, 1870, 1871, and 1880) automatically expire on the last day of the academic year (the end of the May pay period).
- o Mass terminations for student employees assigned to the bridge student assistant classification (1874 class code) will occur on the last day of the summer semester (the end of the July pay period).
- o Hiring departments are responsible for submitting updated Student Employment Action Forms (SEAFs) to extend their student employee's job appointments for each subsequent term of employment (academic years and summer semesters).