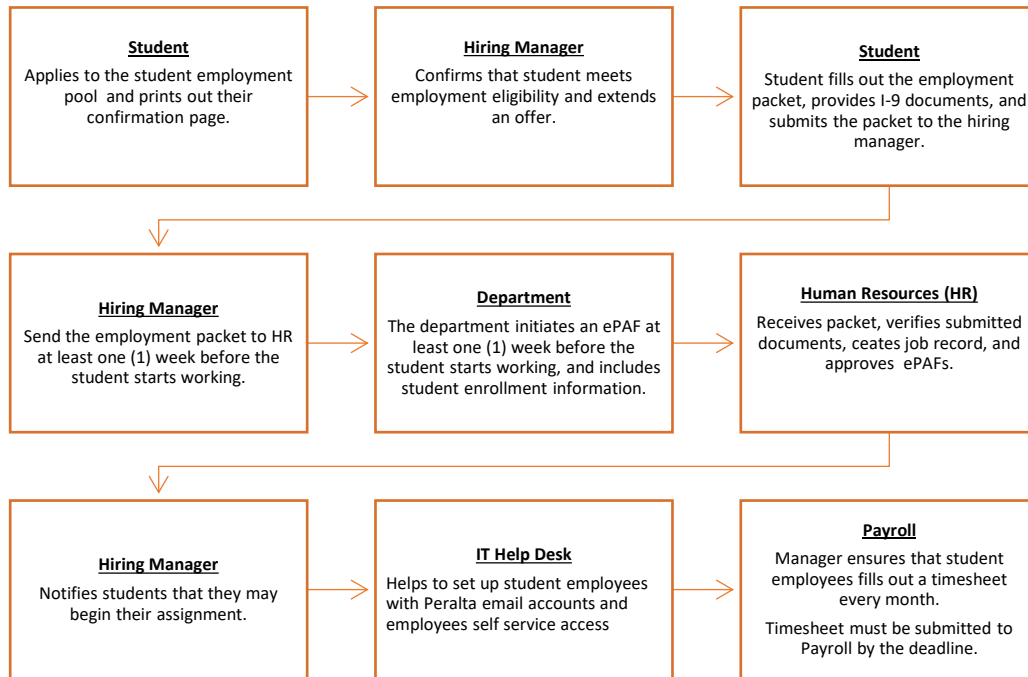# Student Hiring Process Overview

Please review the flow chart below for an overview of the student hiring process.

Student	**Hiring Manager**	**Student**
Applies to the student employment pool and prints out their confirmation page.	Confirms that student meets employment eligibility and extends an offer.	Student fills out the employment packet, provides I-9 documents, and submits the packet to the hiring manager.

Hiring Manager	**Department**	**Human Resources (HR)**
Send the employment packet to HR at least one (1) week before the student starts working.	The department initiates an ePAF at least one (1) week before the student starts working, and includes student enrollment information.	Receives packet, verifies submitted documents, ceates job record, and approves ePAFs.

Hiring Manager	**IT Help Desk**	**Payroll**
Notifies students that they may begin their assignment.	Helps to set up student employees with Peralta email accounts and employees self service access	Manager ensures that student employees fills out a timesheet every month. Timesheet must be submitted to Payroll by the deadline.

Student Employment Classifications

Student employees are <u>not</u> considered *classified* employees and cannot be concurrently employed in any of the following categories/positions:

- Classified substitutes
- Short-term/Non-continuing employees
- Adjunct faculty
- Any other employment categories at PCCD

Employment Eligibility

- Must be at least 18 years old
- Students must be enrolled in a minimum of 6 units each semester at one of the PCCD campuses throughout the fall and/or spring semesters
- Be authorized to work in the United States
- Student Safety Aide/ Student Ambassadors must complete a Live Scan criminal background check prior to starting employment
- Students who do not maintain student enrollment may be ***terminated*** from employment at PCCD

Student Hiring Process Overview

Online Application

All students who are interested in working at PCCD will need to apply online to the Student Employment Pool https://peraltaccd.peopleadmin.com/postings/2095

Students must print out the application confirmation cover page and include it in the new hire packet.

Employment Offer

The hiring manager presents an employment offer to the most qualified student and confirms that they meet the minimum enrollment of 6+ semester units. Once the qualifications are confirmed, the student must complete an employment packet and submit it to the hiring manager.

All new hire documents can be found in the following link: https://web.peralta.edu/hr/student-employment/

Employment Packet Requirements

The following documents must be sent to HR before the student begins employment at PCCD:

- Application confirmation page
- W-4 form
    - Students indicate the number of withholdings on #5 or exemption status on #7
- I-9 Employment Eligibility Form
    - Student fills out section 1 and campus fills out section 2
- Copy of I-9 documents: click here for a full list
- Oath of Allegiance form
    - Student fills out the top part of the form and the campus fills out the bottom part
- Direct Deposit Form (recommended)
- Conviction Form
- PCCD Live Scan Form
    - Students hired to work in the positions listed below must complete a criminal background check and may not begin working until HR confirms that their background has been cleared.
        - Safety Aide
        - Day Care Assistant
        - Student Ambassador
    - Original Live Scan form must be included in the employment packet

Continuing Students

Once a student employee has filled out an employment packet and completed the hiring process, they will not be required to fill it out again.

Student Hiring Process Overview

Student Work Schedules

Student employees may not work more than 20 hours per week during the fall and spring semesters, including those who work in multiple positions in different departments. For example, a student who works 10 hours in one department can only work 10 hours in another department.

Per AP 7270, students may work up to 40 hours during summer and intersession if they meet the following criteria:

- Students must complete a minimum of six (6) semester units during the preceding spring semester, or
- Be enrolled in three (3) or more units during the summer session

ePAF

The department must initiate an Electronic Personnel Action Form (ePAF) for all Student Assistants, Federal Work Study students, and International students at least one (1) week before the student's start date. The following information is **required** to be on the ePAF:

- Accurate job title, code, pay rate, dates, cost center code, work hours, etc.
- Proof of enrollment MUST be documented on the comment section

The ePAF guide can be found on the HR website:
https://web.peralta.edu/hr/files/2012/08/ePAFS-Users-Guide-Initiators-Approvers-8-24-12.pdf

HR will review the ePAF, create a job record in People Soft, and approve the ePAF if all information is complete and accurate. The hiring manager will notify student employees when the ePAF is complete so they can start working at PCCD.

Students may _not_ start working until the ePAF is approved by HR.

Timeline Schedule

To ensure that HR is processing employment packets and approving ePAFs in a timely matter, HR has created a timeline of deadlines. If the ePAF and employment packet have not been submitted by the deadline, the student may not get paid until the next pay cycle. Last minute packets will not be expedited.

Employment Start Dates	ePAF & employment packets deadlines	Student Pay dates
11/1/19 – 11/30/19	10/23/2019	12/13/2019
12/1/19 – 12/31/19	11/21/2019	1/15/2020
1/1/20 – 01/31/20	12/23/2019	2/13/2020
2/1/20 – 2/29/20	01/22/2020	3/13/2020
3/1/20 – 3/31/20	02/20/2020	4/15/2020
4/1/20 – 4/30/20	03/23/2020	5/14/2020
5/1/20 – 5/31/20	04/22/2020	6/15/2020
6/1/20 – 6/30/20	05/21/2020	7/15/2020

Student Hiring Process Overview

Timesheets

Students must fill out a timesheet and submit it to the hiring manager every month. The manager is responsible for completing the following tasks:
- Reviewing the timesheet for completion and accuracy
- Signing and approving the timesheet
- Sending the timesheet to Payroll before the deadline (no exceptions)

Submitting timesheets after the deadline will cause a delay in processing a check for the student employee.

Viewable Student Pay Stubs

Students can now view their pay stubs online by login into PROMT. Click on the link below for instructions and notify the Help Desk if you have any issues.
https://web.peralta.edu/hr/files/2019/09/How-To-View-Self-Service-Paycheck-09-01-2019

- For non-direct deposit, you will need to go to the Cashier's office of your home campus to pick up your paycheck, and you should be able to view the paycheck online a few days prior to pay day.
- For direct deposit, you do not have to go to the Cashier's office. Your pay stub will be mailed to your home address unless you choose to suppress print. Direct deposit pay stubs are also viewable online a few days prior to payday.

Hiring Manger Responsibilities

Hiring managers must do the following:

- Not authorize student employees to start working until HR approves the ePAF
- Ensure that student timesheets are filled out accurately and in a timely matter
- Submit signed timesheets to Payroll by the deadline (no exceptions)
- Verify that students do not exceed the 20 hours per week limit during school session
- Check employment packets for completion and accuracy before submitting them to HR
- Ensure that students maintain 6+ units of school enrollment throughout the duration of the work assignment

Additional Reminders

The colleges are responsible for making sure the ePAF is completed in a timely manner, and that they **keep a copy of the employment packet** submitted to the HR office.