



Student Employee Agreement

Student Employee Start Date and End Dates

Hiring Managers may not authorize student employees to start work until they have received an official **Employment Confirmation Notice** from the Human Resources Student Employment Office. Student employees will receive their notice within 48 hours of completing all required HR/Payroll forms. Student employees are not allowed to work beyond their appointment end date.

Work Schedule

Hiring Managers should discuss the student employees work schedule with the student. Student Employee's first role at Sacramento State is to be a student. It is important that the hiring manager remains flexible with student's hours. It is the student's responsibility to inform their manager of exams and papers ahead of time to allow the manager to plan around their school needs.

Student's Hours

Student Employees are not allowed to work over 20 hours per week. This includes students who have multiple positions on campus. For example, a student who works 10 hours in one department can only work 10 hours in another department.

Breaks

Student employees are required to take a 15 minute paid break within the four (4) consecutive hours worked. Students working more than six (6) hours in one day are required by law to take a half-hour unpaid lunch break within a five (5) hour work period. If the student works two jobs, the student employee is still required to take a meal break within five (5) consecutive hours of work. It is both the student and department's responsibility to keep a record of when breaks are taken.

Timesheet

At the end of each day worked, student employees will "Report Hours Worked" through the My Sac State Employee Center. Technical requirements and instructions on how to enter time worked can be found at: https://csus.service-now.com/service?id=kb_article_view&sysparm_article=KB0012014

Campus Jobs

Students are allowed to hold multiple student employment positions i.e. FWS, ISA, GA, TA. Federal Work Study (FWS) student employees are only allowed one FWS position. Student employees can be appointed to multiple positions as long as **20 hours per week are not exceeded.**

I acknowledge and agree to all of the above

Student Employee Name

Student Employee Signature

Date

(type name for electronic signature)