

Dear Student Employee Supervisors:

Fall 2010 SHEP Process

Most of you have mastered the Student Hiring/Eligibility Process (SHEP). In fact, all Fall 2010 student hires were done on-line by their departments. However, some incorrect FOAPAL and Account numbers were used, and occasionally the wrong Job Classification(s) was selected.

- This term the correct Lab Aide and Federal Work Study FOAPALS, including your organization, account and program numbers, will be provided in your Lab Aide and Federal Work Study budget announcements for Spring 2011.
- Also, I will be available in Batmale 313 on Flex Day, Friday, January 14, 2011 from 9:00 A.M. until Noon to assist those of you who would like a refresher course for the SHEP on-line hiring process.
- Or, you may access the SHEP student and employer instructions just by clicking on the "Student Jobs" link in the center of the CCSF home-page.

How to select the correct Job Classification when you are setting up a Student Employment Position.

Job Classification / Funding (Please Check one):

Lab Aide (U)

Select this when using Lab Aid to pay the student and use account # 2370.

Lab Aide (Grant/Calworks)

Select this one when using a six digit grant number to pay the student.

Federal Work Study

Select this one when using the fund # 121366* and account # 2375 to pay the student.

Spring 2011 SHEP Process

The Student Hiring Eligibility Process in Web-4 is open for Spring 2011.

- **All students** wishing to be employed for Spring 2011 must go in to **Web-4**, click "**Student Services**", click "**Student Employment**", select the "**Current Term**", click "**Submit**".
- **Re-hires** must answer question number 5 to be re-hired.
- **New hires** must complete the SHEP process.

Spring 2011 Lab Aide Budgets will be sent via email by Flex Day-Friday, January 14, 2011. You may begin hiring with the assumption that you will be receiving the same Lab Aid amount as you received in Fall 2010.

Federal Work Study students may not work after 12/17/2010. You may begin hiring eligible "Early Re-hires" as of January 08th, 2011 as long they meet the Spring 2011 SHEP and FAO requirements.

Lab Aid and Grant funded student employees may be hired as of January 08th, 2011 as long they meet the Spring 2011 SHEP requirements.

Fall 2010 Lab Aid and Grant funded student employees may be extended until 01/07/11 on an exception basis. Please e-mail Mark Kenny mkenny@ccsf.edu in Payroll with your Organization #, names and the ID numbers of the students you wish to have extended. Decisions to extend your Fall 2010 Lab Aid and Grant funded student employees until 01/07/11 should be based on your Fall 2010 Lab Aid and Grant funded budgets.