



# Office of Student Employment

50 Frida Kahlo Way MUB 260 · San Francisco, CA 94112 · 415-452-5669 · [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu)

# Student Employment Handbook

For Students

Office of Student Employment

Workforce Development Department

City College of San Francisco

[www.ccsf.edu/shep](http://www.ccsf.edu/shep)

[studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu)

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## Section 1: Overview of Student Employment

### **WELCOME**

The Office of Student Employment assists in the process of hiring student workers for on-campus employment. Our mission is to implement on-campus student employment as an educational experience which will contribute to our student's professional and personal maturity. Thank you for your interest in student employment.

This handbook is designed to provide information for student workers about SHEP, timesheets, payroll etc.. If a supervisor has questions about how to hire student workers, onboard, etc., please refer to the **Supervisor Handbook**.

\*\*This handbook should be used for general guidelines. Please note that this handbook is a dynamic document and, as such, subject to change. Individual departments may enforce a more stringent policy or procedure based on the needs and demands of their area.

### **Student Employment Opportunities**

There are three different types of on-campus student employment programs offered at our college: Grants/Lab Aides, CalWORKs, and Federal Work Study. Each of these programs consists of different eligibility requirements to participate in.

#### **Grants/Lab Aides**

The Grants/Lab Aides Program is open to all students meeting the minimum unit enrollment and GPA requirements. Student workers who are ineligible for CalWORKs or Federal Work Study may be eligible to qualify for this program. Interested students please contact the Office of Student Employment.

#### **CalWORKs**

The CalWORKs Work Study Program is a state-funded program that assists students in earning cash while learning important job skills through on-campus opportunities. The program provides job readiness training, enhances work performance skills, and participants do not need Financial Aid eligibility to participate. The students must be CalWORKs participants and are eligible to work up to 15-20 hours per week. Students interested in CalWORKs work-study program please contact [CalWORKs Department](#).



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## Federal Work Study

The Federal Work Study (FWS) program is a federally funded program that assists students with their cost of education. The FWS program helps students earn financial funding through a part-time work program. To be eligible for a Federal Work Study job, a student must meet all general financial aid eligibility criteria and have financial need. A student's FWS initial award is for the entire academic year (Fall + Spring), but Spring eligibility is re-evaluated after Fall grades are posted. Returning or continuing students **MUST** be re-hired each term and cannot start working until their FWS eligibility is re-evaluated by the Financial Aid Office.

To qualify for the FWS program, students must apply for federal assistance through the Free Application for Federal Student Aid (FAFSA) for the current academic year at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Financial Aid Office will determine if a student is qualified. Please contact the Financial Aid office for more information, 415-239-3577 or visit [Federal Work Study](#) for more info.

Note: International F-1 students do not qualify for FWS positions.

### Eligibility Requirements

	Grants + Lab Aide	CalWORKs	Federal Work Study
<b>TB Clearance</b>	Yes	Yes	Yes
<b>GPA</b>	2.0	*2.0 and meet Satisfactory Academic Progress (SAP) standards	*2.0 and meet Satisfactory Academic Progress (SAP) standards
<b>Units/ Hours Enrolled Fall/Spring</b>	6 credit units or 12 hours of class time per week for noncredit class  <i>International Students must be enrolled in at least 12 units</i>	6 credit units or 12 hours of class time per week for noncredit class  <i>International Students must be enrolled in at least 12 units</i>	6 credit units  <i>Non-Credit and International Students do not qualify</i>  Unmet financial need of \$2000
<b>Units/ Hours Enrolled Summer</b>	3 credit units or 6 hours of class time per week for noncredit class  <i>International Student must be enrolled in at least 3 credit units</i>	3 credit units or 6 hours of class time per week for noncredit class  <i>International Student must be enrolled in at least 3 credit units</i>	3 credit units  <i>Non-Credit and International Students do not qualify</i>  Unmet financial need of at least \$2000



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\*For more information about satisfactory academic progress, please visit this [link](#).

## **TB Requirement**

The Student Health Services will clear you for hire, in regard to TB screening. For them to do this, you must first read and agree to the TB Information Release Agreement in SHEP. You will need to complete 2 health forms (in SHEP) to help determine if you require TB testing. TB screening is free for credit enrolled students at Student Health Services (bring your CCSF photo ID with you to your appointment). Or you may schedule a TB appointment with your personal physician.

Student Health Services:

Email: [studenthealth@ccsf.edu](mailto:studenthealth@ccsf.edu)

Phone 415-239-3110

Student Health Services HC100

**Note:** Students need to meet various requirements to remain employed, including sufficient course enrollment, satisfactory academic progress & TB clearance. Failing to meet these requirements may result in termination. Additionally, student workers must have a social security number for payroll purpose, complete payroll paperwork, and W4 & I9 forms. Students with questions can contact the Office of Student Employment for resources at [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu).



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## Section 2: Hiring Process & Paperwork

### **SHEP Steps to Hire**

The hiring process for on campus student employment is listed below. All student workers **must** complete the [Student Hiring Eligibility Process \(SHEP\)](#) before their first day of employment, SHEP is available at [www.ccsf.edu/shep](http://www.ccsf.edu/shep) .

### **Instructions for logging into [SHEP](#)**

1. [www.ccsf.edu/shep](http://www.ccsf.edu/shep)
2. Quick Links: Student Hiring Eligibility Process (SHEP)
3. Select term to process

Quick overview of SHEP checklist:

### **Eligibility Requirements**

- Enrollment requirement
- Covid vaccination/ exemption documentation

### **Agreements**

- TB information release agreement
- Document your understanding of the CCSF Sexual Harassment Policy
- Document your employment history with City and County of San Francisco or with City College

### **Job Listings**

- On-campus jobs are listed at [Student Employment Postings](#).
- Visit the Financial Aid Office [website](#) to learn how to apply for financial aid and become eligible for [FWS jobs](#).

### **Hiring Paperwork** (after accepting job offer)

- Employment eligibility verification (Form i9)
- TB clearance from Student Health Services



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## **Payroll** (after accepting job offer)

- Social Security Number for payroll purpose
- Direct deposit
- Tax form (W4 and DE4) information
- Tax form mailing address

## **Re-Hire**

Student workers rehired for the following semester will need to complete the agreements through the Student Hiring Eligibility Process for that semester. Student workers are terminated at the end of every semester.

- If your supervisor offers to **rehire** you for the next semester, please complete SHEP for that term. Go through the steps to complete any pending requirements. If you do not have any pending issues you are now ready for rehire. Please inform your supervisor you are now ready for hire. Please contact [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu) for any questions or concerns.
- **Federal Work Study rehires:** Spring/Summer FWS eligibility is re-evaluated after Fall/Spring final grades are posted. Returning or continuing FWS student workers **MUST** be rehired each term and cannot start working until their FWS eligibility **is re-evaluated** by the Financial Aid Office.
- **International F-1 rehires** will need to reauthorize their Form I-9 after every semester. To do this you will need to ask your supervisor to complete a job offer letter at [www.ccsf.edu/shep](http://www.ccsf.edu/shep). After we receive your job offer letter, we will contact Office of International Programs for employment authorization. You and your supervisor will receive a ready-for-hire email after all hiring paperwork has been completed and reauthorized.

## **Payroll**

All CCSF employees are paid through direct deposit. If you do not have a bank account, you can obtain a prepaid card from your local retailer and provide us with your account number for direct deposit. You must have this information on file before hire. If you need to update your direct deposit, please contact [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu).

If you have questions about payroll or need verification of employment, please contact the Payroll Services, [payroll-intake@ccsf.edu](mailto:payroll-intake@ccsf.edu), 415-241-2241.

## **W4 & I9**



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## Exemptions Definition

- A tax exemption is the right to exclude all or some income from taxation by federal or states governments. Most taxpayers are entitled to various exemptions to reduce their taxable income, and certain individuals and organizations are completely exempt from paying taxes. Please consult a certified tax professional for tax questions and concerns.
- Income is subject to Federal and State Income Taxes. Federal Work-Study (FWS) earnings are exempt from FICA taxes.
- All employees must have a W-4 & DE-4 Employee Withholding Allowance Certificate record on file. State and Federal tax filing status will default to single with one exemption (S-1) after you are a registered employee. Once you are an employee, you can update your tax information in myRAM. Please consult a certified tax professional for W-4 & DE-4 questions and concerns.

**\*\*Note:** International students may only claim the status S-1 single with one exemption. They must also pay an additional withholding tax on a bi-weekly basis.

## Social Security Number

If you misplaced or need to obtain a social security number, please see the resources listed below.

*Misplace your social security number*

If you already have a Social Security Number, but need a replacement Social Security Card, you may be eligible to apply for a replacement online.

Please visit: <https://www.ssa.gov/myaccount/replacement-card.html>

*Need to obtain a Social Security Number*

If you do not have a Social Security Number, for payroll purpose, you must apply for one at any Social Security Administration (SSA) office.

The SSA's San Francisco and Daly City locations are:

*1098 Valencia Street, San Francisco, CA 94110*

*560 Kearny Street, San Francisco, CA 94108*

*355 Gellert Blvd. Suite 201, Daly City, CA 94015*





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Please call the SSA at 1-800-772-1213 (TTY 1-800-325-0778) between 7:00a.m. - 7:00p.m., Monday- Friday, for information on what documentation is needed by the SSA to apply for a social security card. Or visit [ssa.gov](http://ssa.gov) for more information.



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## **International F-1/ M-1 Nonimmigrant Students**

1. Before you can apply for a SSC (Social Security Card), please find a job, apply, and accept a job offer ([www.ccsf.edu/jobs](http://www.ccsf.edu/jobs)). **Your supervisor will complete a job offer form that will initiate the Student Hiring Eligibility Process (SHEP). Office of International Programs will assist you in the process of applying for a SSC.**
2. The Office of International Programs will provide you with a letter directed to the Social Security Administration stating you will be hired on- campus. This letter will be emailed to you along with instructions for next steps.
3. Be prepared to take the SSA letter and all other required documents to a SSA office to apply for a Social Security Card. Visit [ssa.gov](http://ssa.gov) for more information,
4. Once received, please take your Social Security Card to Admissions and Records ([admit@ccsf.edu](mailto:admit@ccsf.edu)) in MUB 188 to update your student record with your Social Security Number, per payroll purpose. Or complete this [Change of Personal Information Form](#).

## **Undocumented Students**

If you are currently undocumented or are unclear about your eligibility to work in the United States please contact [City DREAM](#), a resource center for undocumented students, students from mixed status families, and all students affected by immigration or citizenship issues. City DREAM will continue to grow as a welcoming and dedicated student hub to ensure the success of our undocumented students.



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## Section 3: Campus-wide Policies

### **EQUAL EMPLOYMENT OPPORTUNITY**

The San Francisco Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/ HIV status, medical conditions, gender identity or status as Vietnam –era veteran, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups indicated above, to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

### **Minimum Wage Ordinance**

In 2017 the Board voted to keep wages for CCSF Student Workers in line with the local minimum wage. The minimum wage rate will be adjusted on an annual basis in accordance with the minimum wage ordinance. For more information, visit <https://sfgov.org/olse/minimum-wage-ordinance-mwo>



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## **Americans with Disabilities Act and FEHA**

Consistent with its policy on non-discrimination and its legal obligation, the District will comply with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). When necessary, the District makes reasonable accommodations for individuals with disabilities who request an accommodation with the advice of their health care providers. For information and for a copy of the San Francisco Community College Employees' ADA Accommodations Program Brochure contact the Office of Title 5/EEO/ADA Compliance or visit the webpage: [http://www.ccsf.edu/Offices/Title\\_5-EEO-ADA\\_Compliance](http://www.ccsf.edu/Offices/Title_5-EEO-ADA_Compliance)

## **CCSF Sexual Harassment Policy**

The San Francisco Community College District Policy 1.36 – Sexual Harassment prohibits all forms of sexual harassment, in accordance with the law. The policy applies to all employees, students, and third parties (such as vendors). The College is committed to a sexual harassment free college. To view BP 1.36 go to [www.ccsf.edu/Board](http://www.ccsf.edu/Board), at the webpage menu select Policies and Administrative Procedures.

## **Drug/Alcohol Free Campus**

It is the policy of the San Francisco Community College to maintain a campus free of the unlawful manufacture, distribution, dispensing, possession or use of controlled substances as listed in Section I-V of Section 202 of the Controlled Substances Act (21 USC Section 812), which includes, but is not limited to, substances such as marijuana, heroin, cocaine, amphetamines, and alcohol.

For additional information regarding this policy, visit [http://www.ccsf.edu/Policy/Manuals/2/bp2\\_14.pdf](http://www.ccsf.edu/Policy/Manuals/2/bp2_14.pdf)

## **Smoking Policy**

The Chancellor shall establish an administrative procedure to prohibit smoking on San Francisco Community College District facilities except for certain designated areas. The areas designated for smoking are to be specified.



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## Report Policy Violations

Please contact our Office of Student Employment, [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu) for any violations of these policies, so we are aware of any violations reported, able to track the progress of them and help you navigate this process.

**City College of San Francisco contacts:** Title 5/EEO/ADA/Title IX Compliance Officer or the [Office of Student Affairs](#).

### **U.S. Department of Education, Office for Civil Rights**

Region IX - San Francisco Office: (415) 486-5555

**Department of Fair Employment and Housing (state government)** [www.dfeh.ca.gov](http://www.dfeh.ca.gov); (800) 884-1684 (within California); (916) 227-0551 (Outside of California); TTY number (800) 700-2320

**Equal Employment Opportunity Commission (federal government)** (800) 669-4000; TDD number (800) 800-3302



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## Section 4: Student Work Policies

### Student worker schedule

Any student, with the approval of their supervisor may work after a semester ends (“Intersession”) or before a semester begins (“Early Clearance”). Students may also work during Spring Break, Winter Break, Summer, and other holidays if both students and supervisors agree to the students working during these times. However, if a student chooses to work on a holiday they will be compensated at their regular rate. Additionally, student workers are not entitled to holiday pay and will only be compensated if they elect to work during the holiday.

Students may not work during their class time, because school comes first, and we want students to focus on their academics. For weekends and holidays, students may work with the approval of their supervisor. Student workers must not work more than 15 hours a week and not more than 8 hours a day. Even if students are hired into multiple positions, they may not work more than 15 hours per week in total. **\*\*CalWORKs students can work up to 20 hours a week.**

- For **Federal Work Study positions:** Student workers’ total wages **must not exceed** their total FWS award. The award can be increased. Your supervisor must send a request to the Financial Aid Office. Its approval is subject to the availability of FWS funds.

The position in which you are hired for shall follow duties as described in the job post. Training will be provided by your supervisor. Student employees are considered “At Will” and serve at the discretion of the hiring department. Student workers are limited to 4 semesters for rehire in each department. For questions or concerns please contact the Student Employment Office, email [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu)

### Timesheets

After students have been hired by their supervisor for 24 hours, in myRAM portal, there will be a new tab, EMPLOYEE. Use this tab to submit your timesheet, with time and hours worked on a bi-weekly basis. Please be sure to submit your time sheet for approval by the deadline posted on the time sheet to ensure you are paid on time. Please also note that your supervisor may ask you to submit your timesheet even earlier in order to review and approve them in a timely manner. You will need to know your pin to submit your timesheet for approval. Your pin is your 6 digit birthdate, mmddyy. If you need to reset your pin, please email [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu).



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If students suspect any of their timesheets were not processed properly, resulting in accidental unpaid wages, students must contact both their supervisor and the Office of Student Employment within 30 days of the end of the semester in which the pay period(s) in question occurred.

## Step-by-step timesheet instructions

- **Login to myRAM [Portal](#)**
- **Click on Employee menu**
- **Click on Employee Dashboard**
- **Click on blue rectangular button on the right-hand side , Enter Time**
- **Select appropriate timesheet**
- **Click on drop-down menu to choose the current pay period**
- **Add hours for each day worked, save**
- **Submit timesheet for approval when you are ready for your supervisor to review and approve your timesheet**
- **Final step, certification will ask for your pin (your pin is your 6 digit birthdate, mmddyy)**

## Breaks

Student workers are entitled to breaks and sick leave. Please see below for a detailed explanation of both policies.

### **Breaks**

Student workers must receive the following breaks:

- An uninterrupted 30-minute unpaid meal break when working more than five hours in a day.
- A paid 15-minute rest period for every four hours worked.

\*[Link](#) for more information

### **Sick Leave**

#### **California Healthy Workplaces/Healthy Families Act & SF Paid Sick Leave Ordinance**

Employees in San Francisco are entitled to paid sick leave under both California and San Francisco law.

#### **How Much Paid Sick Leave Do San Francisco Employees Accrue?**



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- **One** hour of paid sick leave earned for every **30** hours worked
- Employees begin accruing sick leave on the 1st day of employment
- Employers with 10 or more employees must allow employees to accrue at least up to 72 hours.
- Accrued paid sick leave carries over from year to year
- Amount of available paid sick leave must be listed on each paycheck or wage statement

## **When and How Can Employees Use Paid Sick Leave?**

- Can start using paid sick leave on the 90th day of employment
- May use paid sick leave for an existing health condition or preventive care, or for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking
- May use paid sick leave for employee's own care or care of a specified family member or designated person

<https://www.sf.gov/information/paid-sick-leave-ordinance>