

All hours worked by Student Assistants are recorded on the Timesheet in the Time & Labor module. Listed below is general reference information regarding time reporting. For step-by-step instructions on how to access and report time in the system, refer to <http://www.csuci.edu/hr/documents/tl001-tlss-student-ee-self-service-process-guide.pdf>.

### Student Assistant Classifications

Student Assistants may be assigned to the following job classifications. Students should consult with their hiring department(s) to ensure that hours worked are posted against the appropriate job(s).

STUDENT ASSISTANTS		FEDERAL WORK STUDY	
Job Code	Job Title	Job Code	Job Title
1868	Student Non-Resident Alien Tax	1871	Student Trainee On-Campus Work Study
1870	Student Assistant	1872	Student Trainee Off-Campus Work Study
1874	Bridge Student Assistant	1875	Bridge Student Trainee, On-Campus Work Study
		1876	Bridge Student Trainee, Off-Campus Work Study

### Time Reporting Conversion Chart

The chart for reporting partial hours worked on the Timesheet is shown in the conversion chart. All partial hours worked must be reported to the tenths of an hour. For example, student starts work at 8:00 a.m. and ends at 10:15 a.m., report 2.30 hours for the day and not 2.25 hours. Time that is reported to the hundredths of an hour will not generate pay (e.g. 2.25).

Report Fractions of Hours as Tenths			
Minutes	Tenths	Minutes	Tenths
1 - 6	0.1	31 - 36	0.6
7 - 12	0.2	37 - 42	0.7
13 - 18	0.3	43 - 48	0.8
19 - 24	0.4	49 - 54	0.9
25 - 30	0.5	55 - 60	1

### Work Hours

Student employees are allowed to work up to 20 hours per week during the school year. This weekly maximum applies to all student employees, including those holding multiple student job classifications. Hours from all positions are combined to determine the weekly maximum. Students holding more than one job should inform their departments of the multiple appointments to ensure that all hours worked do not exceed the weekly maximum.

When school is not in session (winter or spring breaks), student employees may work up to a maximum of 40 hours per week, but may not be scheduled to work overtime. Overtime is defined as more than 40 hours per week.

### Work Study Jobs

Federal Work Study (FWS) awards are granted as an academic year award. Students can only work up to the equivalent of their award amount. If less than 50% of the award is used in the Fall semester, the remaining balance may be applied towards the Spring semester. Contact the Federal Work Study Coordinator to obtain award balance as needed.

### Overtime

Student positions are not eligible for overtime. Overtime is defined as hours exceeding 40 hours per week. A work week schedule may exceed 20 hours when school is in session, or 40 hours during breaks.

### Contacts

For time reporting related inquiries, contact your supervisor/manager or department Timekeeping Coordinator. For system related inquiries, contact the help desk at 805/437-4357, or [helpdesk@csuci.edu](mailto:helpdesk@csuci.edu).