

# OCP GUIDE AT A GLANCE: STUDENT RECRUITMENT

*This guide is for hiring undergraduate student employees either through pre-selection or open recruitment via Aggie Job Links (AJL). Below is a summary of the process, the needed resources, and a step by step guide of the process, as well as additional considerations.*



Partners	Required Items
<ul style="list-style-type: none"><li>• Unit</li><li>• Shared Services Organization</li><li>• *Student Employment</li></ul>	<ul style="list-style-type: none"><li>• Aggie Service access</li><li>• Previous job link or new position draft</li><li>• Payroll account</li></ul>

***Future state notice:*** This process will be impacted by UC PATH. Please continue to work with your OCP Personnel Analyst and check the OCP Personnel website for periodic updates.

## ***Expected UCPATH Changes***

- There will be a pause feature available for students who away from campus/the appointment (summer break, going abroad, etc.) so that separations will not be as necessary.
- Student recruitment is anticipated to be rolled in to the new Talent Acquisition Management system (TAM). The intersection with Aggie Job Links is still being determined.
- Background check guidance may change, particularly for student employees, with additional guidance given as more information is shared from central partners.
- Paper check routing will change as they will no longer be delivered to departments, but rather home addresses. *This is anticipated to be of great impact to students.*
- Student employees will need to adjust to using the UCPATH dashboard. Resources are and will continue to be widely announced as UC Davis approaches its spring 2019 rollout date.
- Changes to all staff onboarding, time reporting, and position management, including student employees, will be rolled out and some level of impact is anticipated. Please continue to work with the OCP Personnel team to determine and support needs as they arise.

***Resources for this action that will be likely impacted by UCPATH:*** Where is my check flow chart, paper time sheet template, SSO webpages/processes, Aggie Job Links

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## PRELIMINARY INFORMATION

There are two ways to recruit a Student Employee:

- a. Direct hire / preselect – for a student that you have already identified to fill the position
- b. Open recruitment – Post the position on [Aggie Job Link](#) and the department will interview candidates.

Additional preliminary considerations:

- Position type: [Student Assistant 1/II/III/IV](#) or academic\* (GSRs, TAs, etc.)

(\*This is a different process, please contact [OCP-Personnel@ucdavis.edu](mailto:OCP-Personnel@ucdavis.edu))

- Pay (scale found [here](#)) or stipend payment to be paid out at a later date
- Work-study may be mutually beneficial option for the unit and the student employee(s). Please review the section below for considerations.

## STEPS

1. Department determines the need for a student employee; updates/ creates student job description.
2. A ticket is created in [Aggie Service](#).
  - a. Ticket navigation: Human Resources- Recruitment/Position Management
  - b. Employee Type: Student
  - c. Request Type: Recruitment/Open Recruitment
3. Unit works with SSO to post position on Aggie Job Links for department desired amount of time (usually 2 weeks). Applications are received via a pre-identified email within the unit. *Not applicable to direct hire recruitments.*
4. Unit interviews and selects a student who can perform the duties of the position most effectively and makes the job offer.
  - a. If it is a Work-Study position, the unit requests the [Work-Study Employment Eligibility form](#) from Student Employment and lets the SSO know as well.
5. SSO HR verifies that the applicant is an eligible UC student in the student information system (BANNER). Deactivates the listed position from Aggie Job Link. SSO HR notifies unit if a student needs an onboarding appointment and/or background check.

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6. Department completes the [IET onboarding form](#) and sets up a work station. Identifies any additional resources (access, training, etc.) that the new employee may need.
7. SSO HR notifies department that the onboarding/background check process is complete; and that student can begin working.

## ADDITIONAL CONSIDERATIONS

### COMMON ISSUES

When hiring a new student, no action is ever the exact same and are diverse as our campus community. Please review below common student recruitment issues and regular solutions:

- *Student does not attend on-boarding with proper verification documents.*
  - This is the top reason that student hires get delayed. When offering a position to a student, share with them that they will need official documentation like passports, visas, or a combination of documents (acceptable I-9 documents list found [here](#)). No copies are allowed, so they may need to have them mailed from home.
- *I required a background check for this position but my student hasn't scheduled/has an appointment after on-boarding.*
  - In high need situations, hiring units have the option of doing a conditional start, where the student has completed onboarding but not their background check. Conditional start employees though should not handle any sensitive items related to the background check being required (money handling, data access, etc.). It is recommended overall though to support the student employee by following up in a reasonable manner and ensuring they received the needed information to schedule a background check, understand that the position is contingent upon passing, and other similar considerations.
- *My student employee's check did not arrive to my unit.*
  - Please reference the "How and Where Does a Student Employee Get Paid?" flow chart on the last page of this guide to determine next steps. **Please note that this process will change when UCPATH arrives.**

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- *My student started earlier this week and is asking why they can't get report time in TRS/ where their paycheck is.*
  - Most new employees are not set up in TRS upon starting due to system delay. All students are issued paper timesheets at on-boarding to use for this short period of time, with units able to submit directly after review and approval to the SSO via Aggie Service.

## ADDITIONAL APPOINTMENTS

Students may hold additional positions so long as the total appointment percentage *is below 49%*. It is the student's responsibility to notify a unit if they need adjustments made and up to the unit to grant it based off business need. However the SSO may reach out as a courtesy to notify units if another department on campus has submitted an action related to a current student employee. If a non-SSO Payroll Coordinator reaches out requesting an adjustment, please submit a student payroll ticket in AggieService and let them know they will be working with the SSO to update the payroll system.

## EXTENSIONS

To submit an extension for an existing appointment ([as taken from the SSO Student Employment page](#)):

- From the AggieService [Community Portal](#), select the Payroll topic, the Appointment Changes/Separation request, choose Student, and then Appointment Extension.
- Complete applicable fields
- If requesting an increase for more than one student, please attach a spreadsheet to your request.

## LONGEVITY/RECOGNITION INCREASES

Student Longevity Increase ([The following is sourced from the SSO Student Employment page](#))

Student longevity increases may be granted once per 12-month period, up to \$.25 per hour. To be eligible, the student must have complete three "consecutive" quarters of part-time work or one quarter of full-time work, with satisfactory performance, in the same department. Any work during the quarter qualifies as a full quarter for this purpose. Summer Sessions I/II are considered one quarter. A break in service of one quarter or for the summer does not interrupt longevity.

For a complete summary of information, please visit [Student Employee Pay Plan PPSM 3 Exhibit B](#).

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*To submit a longevity increase for processing:*

From the AggieService [Community Portal](#), choose the Payroll topic, the Funding Changes/Payments request, click Next, choose Student and then the Longevity/Special Recognition Increase type.

To ensure your request is processed in a timely manner:

- Please submit your request in advance of the effective date of the increase
- Departmental approval must be obtained prior to submitting the request.
- Increases are typically effective at the beginning of a bi-weekly pay period
- If submitting a request for multiple students, please submit one request and attach a spreadsheet.

## **Student Special Recognition Increase**

A student may be granted a Special Recognition Increase of up to \$.50 per hour in one 12 month period. If granted, the amount of the increase will be based solely upon quality of performance. Please visit [Student Employee Pay Plan PPSM 3 Exhibit B](#) for complete information.

*To submit a student recognition increase for processing:*

- From the AggieService [Community Portal](#), choose the Payroll topic, the Funding Changes/Payments request, click Next, choose Student and then the Longevity/Special Recognition Increase type
- Complete applicable fields
- If requesting an increase for more than one student, please attach a spreadsheet to your request.

## **SUMMER APPOINTMENTS**

Student employees can work 100% during summer. Please note though that at this percentage, eligibility for vacation and sick leave are available. If students are interested working over the summer, discuss if they will be working anywhere else on campus (see ADDITIONAL APPOINTMENTS), and submit a payroll ticket to the SSO to update the appointment.

## **TIME REPORTING**

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Student employees report time bi-weekly unless being paid on a *stipend*. If the student is already active in [TRS](#), then the new timesheet will be added within 48-72 hours. If the student is newly employed or active again after being separated previously, there will be a 48-72 hour set up period for their TRS profile.

New student employees are provided a copy of a paper timesheet to utilize for any time reporting prior to the TRS profile being available. Please discuss time reporting practices, deadlines and share the [bi-weekly payroll calendar](#) if necessary.

## WORK-STUDY

[Work-Study](#) is a type of financial aid that students and hiring units mutually benefit from. Units can have a finite portion of work-study employees salary compensated by the program and the student can reduce tuition cost by utilizing this specific type of aid.

The SSO can provide guidance on this process, with a brief outline below:

- Student will have a document they will need to provide that expires within 30 days of activation, so timeliness is key (the aid will be lost if not utilized).
- Prior to submitting a request, the supervisor must complete an [online Work Study Eligibility Letter Request](#) from Financial Aid. Once the Eligibility Letter is received in the department, the supervisor should update and sign the letter.
- Once SSO Payroll receives the request, information on the letter will be validated, completed and forwarded to the Work Study Office. PPS and student timesheets will be updated as appropriate. Turnaround time is approximately 5-7 business days.
- **The student must report work-study time on a separate TRS timesheet.**

\*Please note that while similar, the graduate work-study process is based out of and awarded from the student's department of study. Please consult the [Graduate Studies website](#) for further information.\*

## RESOURCES

- Sample Aggie Job Link postings
- Bi-weekly timesheet template
- [TRS log-in page](#)
- [Policy Link regarding Student Employees \(UCD03, Exhibit A\)](#)
- [Main SSO page regarding Student Employment Actions \(work-study, increases, etc.\)](#)

**UNIVERSITY OF CALIFORNIA, DAVIS  
EMPLOYEE BIWEEKLY TIME RECORD**

PAGE \_\_\_\_ OF \_\_\_\_

Payroll Period: \_\_\_\_\_ through \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department Name: \_\_\_\_\_

	Week One								Week Two								Total
	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total	
<b>1</b>																	Total
Time Worked																	
Paid Time Off																	
Total Paid Time																	
FAU:																	

																	Total
	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total	
<b>2</b>																	Total
Time Worked																	
Paid Time Off																	
Total Paid Time																	
FAU:																	

DEPARTMENT USE ONLY - OPTIONAL SUMMARY OF LEAVE TIME PAID																
Vacation Taken																
Sick Lv Taken																
Other																

Paid Time Off Codes	
V	Vacation
S	Sick Leave
CT	Comp Time Off
H	Holiday Pay
J	Jury Duty

FOR DEPARTMENT USE ONLY								
	REG	SDF	OTS	OTP	TOC	VAC	SKL	CTO
Account #1								
Account #2								
TOTAL								

I hereby certify that the time recorded is correct:

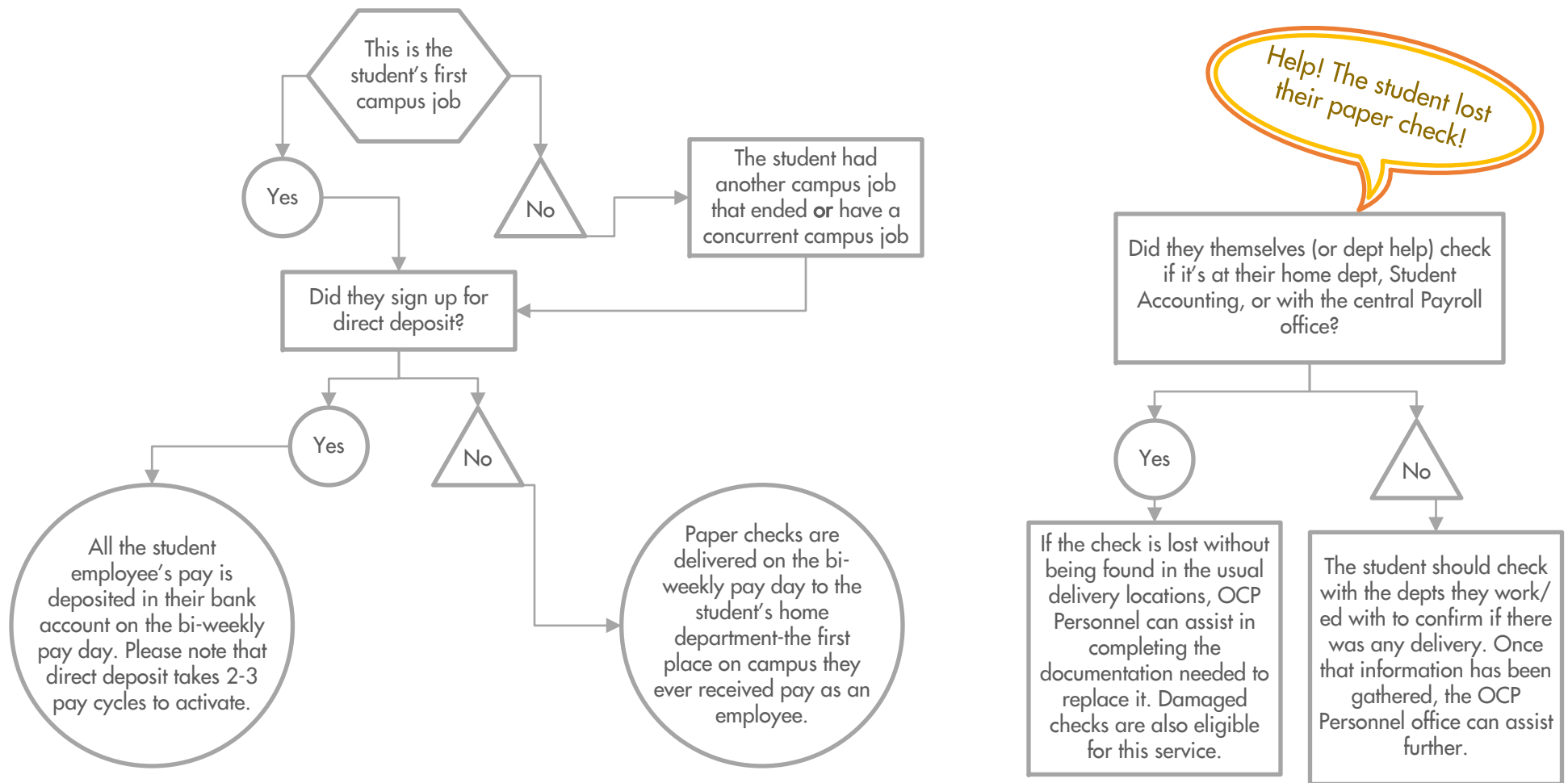
Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# How and Where Does a Student Employee Get Paid?



## Pay Processing Resources at a Glance

**OCP Personnel:** Can assist OCP staff and their unit with any pay irregularities and/or situations as needed,

**AYSO:** Where all campus staff can review pay statements. Can be helpful to review pay totals, deductions, and find the check number for lost check situations. Please note that not all students have access to AYSO, and OCP Personnel can support their enrollment if needed.

**Central Payroll Services:** A call to their help line (530-752-7750) can identify where a missing paper check may be.

**Shared Services Organization:** Please contact first if needing support. Can support on time sheet actions. OCP Personnel can be engaged to support on any pay issues to ensure proper routing with the Shared Services Organization.

**Please note that this process will be changing with the arrival of UCPATH to UC Davis (coming Spring 2019)**



**OCP Student Employee Posting Sample -  
Please note that this process will change  
with the arrival of UC PATH (Spring 2019)**

 This is how a student may see your job posting.

# Ceremonies and Special Events Student Assistant/STDT3

## Important Dates

**Posted On:**

Dec 11, 2017

**Applications****Accepted Until:**

Dec 21, 2017

**Position Type****GPA**

Part Time, Paid

0

## Description

Located in the Office of the Chancellor and Provost, Ceremonies and Special Events, the applicant will be working in a fast-paced, complex event department that requires flexibility, initiative, willingness and the ability to problem solve.

The ideal candidate will demonstrate an enthusiasm for working in an event department that serves campus administrators, faculty, staff, students, donors, alumni and government, community officials and other special guests to the Chancellor and Provost.

The applicant must enjoy working in an environment that is high-energy, mission-driven, and where collaboration and team work is encouraged. Must have the ability to exercise good judgment in a variety of situations, exhibiting perseverance and grace under pressure, while maintaining the high standards of the Office of the Chancellor and Provost.

Requires strong business and analytical skills, written and verbal communication, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

**DUTIES:**

Work directly with clients via phone, email and in person and have excellent customer service skills with a great attitude.

Ability to work in a high energy office while managing multiple responsibilities simultaneously.

Must be self-motivated and work well under little to no supervision.

Responsible for the data input of all event registrations into AIS received via email and constant contact Update and maintain mailing lists in Constant Contact and AIS.

Assist with creating name tags, place cards, tent cards, and other event materials as needed.

Monitor and update Ceremonies and Special Events social media and website.

Ensure a safe environment for staff and event attendees by following department safety policies and procedures, and complying with the UC Davis Police and Fire Department rules and regulations. Must be able to respond quickly and responsibly in emergency situations.

Other event duties as assigned.

**WORK SCHEDULE:**

Schedule fluctuates depending on the calendar of events and schedule of the Ceremonies and Special Event Department event schedule and student's class schedule

**Qualifications**

Ability to work flexible hours including early mornings, late evenings, weekends and some holidays.

Must be able to work 20 hours a week and hold consistent hours three to four days a week to provide consistent support to the Event Managers.

Must have the ability to communicate in a professional manner and demonstrate diplomacy when dealing with

difficult people.

Punctuality and dependability are essential.

Must be able to take direction and implement tasks in a timely and professional manner.

Excellent interpersonal communication skills.

Experience with Windows-based computer environment with Microsoft Office applications, particularly Word, Excel, Outlook and PowerPoint.

Desired knowledge of campus software and databases (Aggie Travel, Aggie Buy and AIS) Experience updating and managing social media platforms, (Instagram, Facebook, Snap Chat) Experience with Google-based computer platform, particularly Google Drive

Knowledge of various campus policies (e.g. fire code, alcohol and sound permitting) .

Must possess excellent organizational and multitasking skills.

Must possess excellent customer service and interpersonal communication skills

Must be able to see, hear and verbally communicate to effectively control lighting, sound and direct/assist patrons during events.

Must have interpersonal and customer service skills to clearly communicate in person, through email and over the phone with a wide variety of individuals.

Must be able to lift and maneuver objects weighing up to 50 lbs. and demonstrate the ability to set-up and take down equipment for events

Must be a registered student at University of California,Davis, In good standing and must have a minimum of three quarters remaining.

Must be able to work events throughout the year,which may include winter,spring Break and graduation.

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Location

Davis, California

ID

833548

UCD Student Employment Center Posting

Yes

UCD affiliated job

Yes

Departmental Division

Office of the Chancellor and Provost - Ceremonies and Special Events

Requisition #

65417

Job Function

Administration/Business/Clerical, Event Planning

Desired Start Date

January 2, 2018

Duration

**Ongoing**

Approximate Hours Per Week

**5 - 19.5**


Travel Percentage

**No Travel**

Base Pay Rate

**STDT3, \$10.75**

Salary Level

**10.75** 

Requires Background Check

**Yes**

Desired Major(s)

**All Majors**

Career Services Management System

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Aggie Job Link - Employers

**OCP Student Employee Posting Sample**  
**Please note that this process will change with the**  
**arrival of UC PATH (Spring 2019)**

 This is how a student may see your job posting.

## Mondavi Center Student Ticket Call Center Agent STDT3

### Position Type

Part Time, On-Campus Non Work Study, Paid

### GPA

0

### Description

The Mondavi Center Ticket Office is looking for people with outstanding interpersonal and computer skills that can serve as Ticket Agents. This position primarily functions as the point of sale for Mondavi Center and Department of Music. Using a computer, Ticket Agents will process orders with patrons both in person and over the telephone, enter data, and take credit card information. Agents provide excellent customer service, possess good judgment and problem solving skills, and are able to work with attention to detail in a fast-paced environment. Under supervision, agents will assist with word processing, data entry, compilation and production of various reports, filing, and other general duties as assigned. Agents will also have opportunities to present at staff meetings, work with other departments and assist in other various projects at the Mondavi Center. A portion of this position will consist of outbound phone calls made to patrons renewing subscriptions for next season. Our hours are Monday-Saturday 12pm-6pm with performance shifts extending until 9pm at the latest. Sales background is a plus, but not required. Performing Arts interest is a plus!

### Qualifications

### How To Apply

\*Please only apply if you can work a minimum of a 3 hours shift during our hours of operation (Monday-Saturday, 12pm-6pm; performance shifts are from 6pm-9pm at the latest; occasional Sunday shifts)

To be considered, please list subject as: Ticket Agent Application - (Your Name) and e-mail your application, resume and cover letter to both:

Jessica Turner at:  
[jlturner@ucdavis.edu](mailto:jlturner@ucdavis.edu)

-AND-

Sarah Herrera at:  
[smherrera@ucdavis.edu](mailto:smherrera@ucdavis.edu)

Start date is  
February 1, 2018.  
Employment  
verification and  
background check

Employment is contingent upon passing a background investigation. Applicants must have experience with cash handling and credit card sales, and the ability to perform basic accounting. Various specialized duties should be executed with accuracy and efficiency while maintaining attention to detail. Demonstrate a commitment to a high level of security, confidentiality, privacy, and financial data compliance. Have a working knowledge and familiarity with customer service practices and procedures. Verbal communication is descriptive, written communication is concise, and working relationships with colleagues are cooperative and effective. Work with energy and productivity both as a team and independently when necessary. Perform a variety of assignments involving independent decision making and the ability to enforce business practices and policies. Computer skills in word processing, maintaining spreadsheets, using e-mail communication, and internet research are necessary to process sales, collect trend data, receive memorandums, and accept tasks as assigned. Must be able to learn software and office equipment specific to job functionality; experience utilizing a point-of-sale database is preferred.

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Location

Davis, California

ID

834284

UCD Student Employment Center Posting

Yes

UCD affiliated job

Yes

Departmental Division

Mondavi Center

Requisition #

62919

Job Function

Administration/Business/Clerical, Arts/Communications,  
Retail/Sales

Desired Start Date

February 1, 2018

Duration

Culminating upon graduation

Approximate Hours Per Week

12 (Minumum) 20 (Maximum)

Travel Percentage

No Travel

Base Pay Rate

STDT3, \$11.25

Salary Level

\$11.75/hr. 

Requires Background Check

Yes

Desired Major(s)

All Majors

Career Services Management System

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Aggie Job Link - Employers





This is how a student may see your job posting.

# Student Housing Sustainability Intern

## Important Dates

**Posted On:**  
Mar 06, 2017

**Applications  
Accepted Until:**  
Mar 20, 2017

## Position Type

Internship / Externship, Volunteer/Unpaid (TN)

## GPA

0

## Description

### About Student Housing Sustainability

"To meet the current population's needs without compromising the ability of future generations to meet their needs". This was one of the first official definitions of sustainability as presented by the Brundtland Commission in 1987. Student Housing at UC Davis strives to meet this definition by enhancing its efforts to educate residents regarding sustainability and integrate sustainability efforts. The Sustainability Intern position serves as a resource to both student and professional staff, in order to increase awareness of residents and staff in the areas of sustainability and to build connections with campus organizations which facilitate sustainability education. The position is directly supervised by the Sustainability Coordinator of Student Housing but also working in conjunction with the Sustainability Programmers.

### About the Role

The Sustainability Intern is mainly focused on peer-to-peer

education. Student interns will work directly with student sustainability programmers to help facilitate current, existing, and new education programs in Student Housing. Additional opportunities for special events and projects will be available to sustainability interns, depending on schedule and availability.

#### Responsibilities:

- Become an expert on Student Housing sustainable practices, goals, and policies.
- Meet with sustainability programmers and advisor(s) to explore and discuss different sustainability topics to present to Student Housing residents and RA's. Topics to include but not limited to water, energy, green buildings, community and waste.
- Provide support for other parts of the sustainability program including: dining commons tabling, resident hall programs, waste audits and more.
- Assist in outreach and marketing—create marketing materials and strategies (print & digital), create bulletin boards, provide content for social media, Aggie Reader, and website. Also may include video production, displays, posters, etc.

#### Qualifications

##### Qualifications

- Student at the University of California, Davis
- Interested in sustainability and peer-to-peer education
- Ability to communicate effectively; comfortable with public speaking
- Ability to communicate over email in a timely manner
- Good teamwork skills; comfortable being self-directed on projects
- Comfortable using Microsoft Office programs: Word, Excel, PowerPoint, & Publisher. Adobe & video editing programs a plus.

#### Position Logistics:

Hours: Part-time, 4-6hrs/wk or 40 hrs/qtr

Pay rate: volunteer position, transcript notation

Duration: academic quarter

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Location

Davis, California

ID

823172

UCD Student Employment Center Posting

No

UCD affiliated job

Yes

Job Function

Administration/Business/Clerical, Environmental,  
Miscellaneous

Desired Start Date

April 3, 2017


Duration

Academic Quarter

Base Pay Rate

By Agreement Rate, enter pay below

Salary Level

Volunteer/Unpaid/Internship 

Requires Background Check

Yes

Desired Major(s)

All Majors



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