

**Student Employment Guidelines (UC and Non-UC) – March 2022** rev 5/16/22

	Employment Scenario	Appropriate Titles	Employee Class	Benefits Eligibility
1.	<p><b><u>UC Undergraduate Students</u></b> (incoming, current, on-break, or newly graduated):</p> <ul style="list-style-type: none"> <li>a. Currently registered (min of 6 units)</li> <li>b. Taking <u>one</u> quarter off with intent to return</li> <li>c. Working during summer and planning to re-enroll in fall</li> <li>d. Just graduated and staying on for <u>one</u> quarter in an existing position to finish up projects or help with transition/training of new student employees</li> <li>e. Just graduated and working in a student summer program position in Conference Services, Recreation, Family Vacation Center, etc.</li> <li>f. Incoming student starting school in upcoming quarter and working during quarter prior to starting school</li> </ul> <p><b>Note: Job Descriptions ARE required and retained by the department. Submission of the JD to HR is NOT required.</b></p>	4922 Student 1 (ST grade 1) (REG)	Casual Restricted	Group B (see page 6 for definitions of Benefits Groups)
2.	<p><b><u>Non-UC Students</u></b> (performing duties normally reserved for student assistants):</p> <ul style="list-style-type: none"> <li>a. <u>1st Priority</u>: Student from a non-UC college or university (domestic or international) here for <u>one</u> quarter only</li> <li>b. <u>2<sup>nd</sup> Priority</u>: High school student working for <u>one</u> quarter (<i>HS interns should be hired into <b>Non UC Student Intern</b> title – see pg 4</i>)</li> <li>c. Student from a special needs school (i.e. PathPoint, UCP Work Inc., etc)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>1. <b>Request to use a Non-UC student title must be submitted to HR for review and approval via HR/ServiceNow.</b></li> <li>2. <b>Job Descriptions ARE required and retained by the department. Submission of the JD to HR is NOT required.</b></li> </ul> <p><i>-- All minors under 18 years of age employed in the State of California hired as an employee (and not as a trainee or intern) must have a permit to work regardless if school is in session, unless the minor has a high school diploma or a GED.</i></p>	4927 Student 1 Non UC (ST grade 1) (REG)	Limited (subject to 1000 hour rules under PPSM 3)	Group A (see page 6 for definitions of Benefits Groups)

	Employment Scenario	Appropriate Titles	Employee Class	Benefits Eligibility
3.	<p><b><u>UCSB Graduate Students:</u></b>  <b><i>Note: Job Descriptions are required for Casual Restricted Graduate Students and retained by the department. Submission to and review by HR is NOT required.</i></b></p> <p><b>a. <u>New Matriculating Students:</u></b></p> <ol style="list-style-type: none"> <li>1. Currently registered (min of 8 units)</li> <li>2. Enrolled in summer session</li> <li>3. Registered for Fall, but prior to start of quarter, doing work in summer that will continue into Fall student work</li> </ol>	<p>Graduate Student  Researcher (exempt),  Teaching Assistant,  Associate, Reader, or  Remedial Tutor</p> <p>-or-</p> <p>4922 Student 1 (ST  grade 1) (REG)</p>	<p>Academic</p> <p>Casual Restricted</p>	<p>Group B (see page 6  for definitions of  Benefits Groups)</p> <p>Same as above</p>
	<ol style="list-style-type: none"> <li>4. Not registered yet for Fall and not enrolled in summer session  -<i>May <u>not</u> be employed in academic or student assistant titles.</i></li> </ol>	<p>Regular staff title such  as:  Staff Res Assoc, Lab Asst,  etc.</p>	<p>Limited</p>	<p>Group A (see page 6  for definitions of  Benefits Groups)</p>
	<p><b>b. <u>Continuing Students in Summer:</u></b></p> <ol style="list-style-type: none"> <li>1. Enrolled in spring and has an open degree objective in summer (e.g. still holds student status)</li> <li>2. If student is on Leave of Absence in Spring, but wishes to work in Summer as a student, they must enroll in summer or register for units in Fall quarter</li> </ol>	<p>Graduate Student  Researcher (exempt),  Teaching Assistant,  Associate, Reader, or  Remedial Tutor</p> <p>-or-</p> <p>4922 Student 1 (ST  grade 1) (REG)</p>	<p>Academic</p> <p>Casual Restricted</p>	<p>Group B (see page 6  for definitions of  Benefits Groups)</p> <p>Same as above</p>
	<p><b>c. <u>Filing-Fee Leave Academic Quarter*:</u></b></p> <ol style="list-style-type: none"> <li>1. Not a registered student any longer  -<i>May <u>not</u> be employed in an academic student title</i>  -<i>May <u>not</u> be employed to perform research work that may contribute to the educational objectives of personal degree program</i>  -<i>May continue a pre-existing Student Asst title, by exception for <u>one</u> quarter only, but may not start a new student assistant position</i>  -<i>If a student doesn't finish after filing fee leave, they would have to re-enroll in order to be eligible to work in a student position again</i>  *Excludes Summer Filing-Fee Leave</li> </ol>	<p>Regular staff or  Academic title such as:  SRA, Lab Asst, Specialist,  etc.</p> <p>-or-</p> <p>4922 Student 1 (ST  grade 1) (REG)</p>	<p>Limited or Career</p> <p>Casual Restricted</p>	<p>Group A (see page 6  for definitions of  Benefits Groups)</p> <p>Group B (see page 6  for definitions of  Benefits Groups)</p>

	Employment Scenario	Appropriate Titles	Employee Class	Benefits Eligibility
	<p>d. <u>Post-degree:</u></p> <p>1. No longer registered and degree awarded</p> <ul style="list-style-type: none"> <li>-May <u>not</u> hold an academic student title</li> <li>-Eligible to work as a regular staff or non-student academic employee</li> <li>-May continue a pre-existing Student Asst title, by exception for <u>one</u> quarter only immediately following completion of degree, but may not start a new student assistant position</li> </ul>	<p>Regular staff title (i.e. Staff Res Assoc, Lab Asst, etc.)</p> <p>-or-</p> <p>4922 Student 1 (ST grade 1) (REG)</p>	<p>Limited or Career</p> <p>Casual Restricted</p>	<p>Group A (see page 6 for definitions of Benefits Groups)</p> <p>Group B (see page 6 for definitions of Benefits Groups)</p>
	Other Student Employment Scenarios	Appropriate Titles	Employee Class	Benefits Eligibility
4.	<p><b>Student Aid Outside Agency</b> (Financial Aid dept only) – Registered, work-study students working for an eligible outside agency (usually non-profit), which in turn reimburses the University for their portion of the work-study program. This is virtually a pay vehicle for the non-profit agencies.</p> <ul style="list-style-type: none"> <li>- If the agency at which the student is working has fewer than 25 employees, their minimum wage may be different from that of UC.</li> </ul> <p><b>Note: Job Descriptions are NOT required for these positions. Approval by HR is NOT required.</b></p>	4000 Student Aid Outside Agency (REG)	Casual Restricted	Group B (see page 6 for definitions of Benefits Groups)
5.	<p><b>Appointed Official, Student Activities</b> - Registered students appointed to and serving official time on a Board or Student Activity committee (ie. Chairperson of the Programming Board, Director of Activities Fairs, Pep Band Director, etc.). Compensation must comply with minimum wage regulations.</p> <p><b>Note: Job Descriptions ARE required and retained by the department. Submission to and review by HR is NOT required.</b></p>	4329 Appointed Official, Student Activities (BYA or REG)	Casual Restricted	Group B (see page 6 for definitions of Benefits Groups)
6.	<p><b>(NEW) Elected Officer, Student Government</b> - Registered students elected to a student government position. Compensation must comply with minimum wage regulations.</p> <p><b>Note: Job Descriptions ARE required and retained by the department. Submission to and review by HR is NOT required.</b></p>	4331 Elected Officer, Student Government (BYA or REG)	Casual Restricted	Group B (see page 6 for definitions of Benefits Groups)
7.	<p><b>Student Volunteer (Paid) BYA</b> – Registered students who are volunteering but may receive <b>nominal payment</b> that is allowed only for services and expenses as a volunteer or <b>notetaker</b> for other students through Disabled Students Program (guidelines from UCOP available).</p> <ul style="list-style-type: none"> <li>-Compensation is paid as a flat dollar amount through UCPath additional Pay.</li> </ul> <p><b>Student Volunteer (Unpaid)</b> - Unpaid volunteers do NOT need to be put into UCPath.</p>	<p>9920 Student Volunteer (BYA)</p> <p><b>Note: Job Descriptions are NOT required for volunteer positions.</b></p>	Casual Restricted	None

	Other Student Employment Scenarios	Appropriate Titles	Employee Class	Benefits Eligibility
8.	<p><b>Student Resident Assistant (Housing only)</b> – Live-in or non-live-in Resident Assistants who work daily with students on an individual or group basis in a residence unit. Payment for hours worked must equal at least current minimum wage.</p> <p><b>(NEW) Spouses of UCSB students who are hired as Resident Assistants</b> should be placed into the <u>4126 Resident Asst</u> title as limited appointments (family/student housing only).</p> <p><b>Note: Job Descriptions are required and retained by the department. Submission to and review by HR is not required.</b></p>	<p>4944 Student Residence Hall (BYA)</p> <p>4126 Resident Assistant (REG)</p>	<p>Casual Restricted</p> <p>Limited Appt</p>	<p>Group B (see page 6 for definitions of Benefits Groups)</p> <p>Group A (see page 6 for definitions of Benefits Groups)</p>
9.	<p><b>UC Student Intern (Paid)</b> – Paid internship positions for UC students who primarily receive training for their own educational benefit.</p> <p>-----</p> <p><b>(NEW) Non-UC Student Intern (Paid)</b> - Paid internship positions for Non-UC students who primarily receive training for their own educational benefit.</p> <p><i>-Paid internships must meet minimum wage requirements</i>  <i>-Internships for <u>foreign undergraduate students</u> visiting UCSB under a J-1 Visa: (1) must be primarily for the educational benefit of the student, not the employer; (2) must be a minimum of 32 hours per week (80% time); and (3) can be paid or unpaid.</i></p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li><b>1. Request to use an Intern title must be submitted to HR for review and approval via HR/ServiceNow.</b></li> <li><b>2. Job Descriptions ARE required and retained by the department. Submission of the JD to HR is NOT required.</b></li> </ol>	<p>4740 Student Intern (REG)</p> <p>-----</p> <p>4247 Student Intern Non UC (REG)</p>	<p>Casual Restricted (for registered students)</p> <p>-----</p> <p>Limited Appt (for non-UCSB students)</p>	<p>Group B (see page 6 for definitions of Benefits Groups)</p> <p>Group A (see page 6 for definitions of Benefits Groups)</p>
10.	<p><b>UC or Non-UC Student Intern (Unpaid)</b> - Unpaid staff interns do NOT need to be put into UCPATH unless they need access to certain campus systems, in which case they should be input as <b>Staff Intern Contingent Workers</b>. Unpaid Internship positions are for students who primarily receive training for their own educational benefit.</p> <p><i>-Unpaid internships must meet all seven of the Dept of Labor (DOL) internship criteria (see criteria at <a href="#">DOL Internships Fact Sheet</a>)</i>  <i>-Internships for <u>foreign undergraduate students</u> visiting UCSB under a J-1 Visa: (1) must be primarily for the educational benefit of the student, not the employer; (2) must be a minimum of 32 hours per week (80% time); and (3) can be paid or unpaid.</i></p>	<p>Staff Intern Contingent Worker - CWR004</p> <p><b>Note: Job descriptions are NOT required for unpaid internships.</b></p>	<p>n/a</p>	<p>n/a</p>

## STUDENT EMPLOYMENT TITLES

### NON-ACADEMIC STUDENT TITLES:

TITLE CODE	NON-ACADEMIC STUDENT TITLES	APPT TYPE	SALARY PLAN	SALARY GRADE*	SALARY RANGE PER HOUR (EFF 1-1-20)
4000	STDT AID OUTSIDE AGENCY	CASUAL RESTRICTED	BYA	BYA	BYA*
4329	STDT ACTIVITIES APPT OFFICIAL	CASUAL RESTRICTED	BYA	BYA	BYA*
4740	STDT INTERN	CASUAL RESTRICTED	STSB	ST GRADE 1	\$15.00-40.00**
4247	STDT INTERN NON UC	LIMITED	STSB	ST GRADE 1	\$15.00-40.00**
4922	STDT 1	CASUAL RESTRICTED	STSB	ST GRADE 1	\$15.00-40.00
4927	STDT 1 NON UC	LIMITED	STSB	ST GRADE 1	\$15.00-40.00**
4944	STDT RSDNC HALLS	CASUAL RESTRICTED	BYA	BYA	BYA*
9920	STDT VOLUNTEER	CASUAL RESTRICTED	N/A	N/A	BYA "Nominal Payment"

\*BYA: HR recommends an hourly pay rate no less than \$15.00/hr. and no higher than \$40/hr.

### ACADEMIC STUDENT TITLES:

TITLE CODE	ACADEMIC STUDENT TITLES	TITLE CODE	ACADEMIC STUDENT TITLES
3266	GSR-NO REM	2851	READER-NON-GSHIP
3284	GSR-TUIT & FEE REM	2280	REMD TUT I-NON-GSHIP
2310	TEACHG ASST-GSHIP	2289	REMD TUT II-GSHIP
1506	ASSOC IN _____ -AY-1/9-GSHIP	2290	REMD TUT II-NON-GSHIP
2850	READER-GSHIP		

Academic Salary Scales can be found at:  
[Compensation and Benefits](#)

### UCPATH INSTRUCTIONS:

HIRING AND TERMINATION STUDENT TITLES
<p>1. <b>Positions:</b> A position in UCPATH is required for all paid student hires. <i>If the position is new, a <b>Position Control Request Form</b> must be submitted and approved prior to hire. If the student holds multiple jobs, ensure that all FLSA and pay cycle conflicts are resolved.</i></p> <p>2. <b>Student Terminations:</b></p> <ul style="list-style-type: none"> <li>a. If a student employee resigns from their position, the Voluntary Termination Template should be completed with the appropriate Reason Code.</li> <li>b. All other student employee separations should be processed through the Involuntary Termination Template: <ul style="list-style-type: none"> <li>i. For UCSB Students, the Reason Code selected should be "No Longer Student, Appointment Expired, or Never Started Employment."</li> <li>ii. For Non-UCSB Students, the Reason Code selected should be "Appointment Expired, or Never Started Employment."</li> </ul> </li> </ul>

**GUIDELINES ON HOURS WORKED:**

UNDERGRADUATE STUDENTS	GRADUATE STUDENTS
Undergraduate students are encouraged to work 50% time or less in order to focus on their studies, however they can potentially work up to 100% time.	Graduate Students are permitted to work up to 50% time (an average of 20 hrs/wk); see <a href="#">Academic Appointments   Graduate Division</a> for exceptional approval to work more than 50% time.
<p><b>Possible Impacts for Students Working 50% or More:</b></p> <p><b>FICA Exemption</b> – Students enrolled at 50% time or more are exempt from paying FICA tax, unless they work 80% time or more (32 hrs/wk) where they are required to pay FICA. (Please refer to the Accounting Manual, Appendix III: Student Withholding Procedures for more information.)</p> <p><b>Benefits Eligibility</b> – Students may become eligible for Core Benefits if they work 75% or more time for 3 months or more. (Please refer to the Benefits Eligibility section of the HR website for more information.)</p> <p><b>Retirement Benefits</b> – Regardless of time worked or appointment percentage, student titles are not eligible for retirement system benefits.</p> <p><b>Sick Leave Accruals</b> – Students may become eligible for sick leave accruals if they work 50% in a month or quadri-weekly cycle.</p> <p><b>Work Study</b> – Departments may require student workers funded by work study to limit their work hours due to the maximum funding allowed per student.</p> <p><b>Visa Restrictions</b>- International students are restricted to on-campus employment of 50% time during the academic terms- no exceptions. Employment may increase up to 100% during the inter-session breaks (winter break, spring break, and summer). Please refer to <a href="#">Office of International Students</a> for additional information.</p>	

**BENEFITS INFORMATION**

**BENEFITS ELIGIBILITY:**

BENEFITS GROUP	BENEFITS DESCRIPTION
A	Core (if appointment =>43.75% for any duration of time) = minimum of 17.5 average hours of service weekly, measured after each standard measurement period. May meet eligibility for other level of benefits. Refer to the <a href="#">Benefits Eligibility</a> section of the HR website for additional information.
B	Core (if appointment is =>75% for 3 months or more) = minimum of 30 average hours of service weekly, measured after each standard measurement period. Refer to the <a href="#">Benefits Eligibility</a> section of the HR website for additional information.

**Questions on:**

- Non-Academic-student employment: Contact your [Recruiter or Compensation Analyst](#).
- Non UC student employment: Contact your [Recruiter or Compensation Analyst](#).
- Academic student employment: Contact [Academic Personnel](#) or the [Graduate Division](#).
- Position Management for non-academic student positions: Submit a ServiceNow ticket to <https://ucsb.service-now.com/hr>

**Other Resources:**

- Academic Employment: <https://ap.ucsb.edu/resources.for.department.analysts/>
- Academic Salary Tables: <https://ap.ucsb.edu/compensation.and.benefits/>
- Graduate Division Policies & Procedures on Graduate Employment: <http://www.graddiv.ucsb.edu/financial/employment/academic-appointments>
- Title Code System (TCS) for non-academics: <https://tcs.ucop.edu/tcs/jsp/homePage.htm>
- Benefits Eligibility section of the HR website: <http://www.hr.ucsb.edu/benefits>