



student employment guide

**uc hastings
college of the law**

2011-2012 School Year
(Effective July 01, 2011 through June 30, 2012)

Table of Contents

- A. General Provisions 5
- B. Department Information 6
 - Financial Aid Office (FAO)..... 6
 - Human Resources 6
 - Office of Fiscal Services - Payroll..... 6
- II. HASTINGS EMPLOYMENT PROGRAM (NON WORK-STUDY)..... 7
 - A. Purpose 7
 - B. Eligibility Criteria 7
 - C. Employment Process..... 7
 - New Hire Paperwork 7
 - D. Regulations and Guidelines 7
- III. FEDERAL WORK-STUDY EMPLOYMENT PROGRAM 7
 - A. Purpose..... 7
 - B. Eligibility Criteria 8
 - C. Application Process/Student Responsibilities 8
 - Regulations and Guidelines..... 9
 - D. Financial Aid Calendar and To Do List..... 10
- IV. ON-CAMPUS FEDERAL WORK-STUDY SUPERVISOR RESPONSIBILITIES..... 11
 - A. General Guidelines 11
 - B. Time Sheet Processing 12
- V. OFF-CAMPUS FEDERAL WORK-STUDY AGENCY RESPONSIBILITIES 13
 - A. Federal Work-Study Program Agreement (Agreement) 13
 - B. Hiring Students..... 13

C.	Completing Time Sheets	14
D.	Processing Earnings	15
E.	Monitoring Award Limits	15
F.	Employer Orientation.....	15
G.	Monthly Invoicing.....	15
VI.	EMPLOYMENT PROCEDURES.....	16
A.	Employment Authorization.....	16
B.	Establishing the Employment Record.....	17
C.	Maintenance of Student Employment Data	18
VII.	PAYROLL PROCEDURES	18
A.	Payroll Calendar.....	18
B.	Verification and Processing of Time Sheets.....	19
C.	Payroll Provisions.....	20
D.	Taxes and Other Mandatory Withholdings.....	20
E.	Disbursement of Wages	21
F.	Wage and Tax Statement (W2s)	22
G.	Common Reasons Why Time Sheets Are Not Processed	23
H.	Payroll Audit.....	24
VIII.	HASTINGS SUPERVISOR'S CHECKLIST	24
IX.	GLOSSARY	27
X.	PAYROLL CALENDAR.....	32
XI.	AT-YOUR-SERVICE (AYSO).....	33

I. INTRODUCTION

The Student Employment Guide (hereafter referred to as “The Guide”) is designed to guide and assist student employees and their supervisors through the employment process at Hastings. This publication can also be found at <http://www.uchastings.edu/hr/student-employment.html>

Hastings has two employment programs for 2nd and 3rd year students: the Federal Work-Study and the Hastings Employment Program (Non Work-Study). The programs are subject to different eligibility and application procedures, but similar Human Resources and Payroll procedures. Student and supervisor responsibilities are the same for both programs except where noted.

Both programs are subject to funding availability.

A. **General Provisions**

Following are the general provisions for the student employment programs.

1. Official Date of Hire – Students may begin working on or after the “official date of hire”. This date is established by Human Resources.
2. 20 Hour Work Week Rule – The American Bar Association (ABA) and academic regulations prohibit students from working more than 20 hours per week during periods of enrollment.
3. Holiday Pay – Students will be paid holiday pay on those holidays officially recognized by the College (refer to these Holidays in the Glossary). Holiday pay will be calculated on a pro-rated basis, based upon the number of hours an employee works in the respective pay period. Students must work 50% of the eligible hours of the respective month in which the holiday falls to be eligible for holiday pay.

Students working for off-campus employers are not eligible for holiday pay.

4. First Year Students - First -year (1L) students’ employment must be approved by the Academic Dean’s Office.
5. Change in Student Status - If at any time during employment a student’s enrollment status changes, the student must *immediately*

- notify their supervisor, the Financial Aid Office and Human Resources. Such changes include taking a leave of absence; withdrawing from the College; and reducing number of enrolled units to part-time.
6. International and Non-Resident Aliens – Please go to the International and Graduate Programs office and/or Human Resources for employment assistance.

B. Department Information

The Financial Aid Office, Human Resources and the Office of Fiscal Services (Payroll) share responsibility in administering the student employment programs.

1. Financial Aid Office (FAO)
200 McAllister Street, 2nd Floor
Mailing address: 200 McAllister Street
San Francisco, CA 94102-4978
Telephone: (415) 565-4624
Facsimile: (415) 437-2407
Office Hours: 9:00 a.m. to 4:00 p.m.
FinancialAid@uchastings.edu
2. Human Resources
198 McAllister Street, Suite 106
Mailing address: 200 McAllister Street
San Francisco, CA 94102-4978
Telephone: (415) 565-4703
Facsimile: (415) 565-4810
Office Hours: 9:00 a.m. to 4:00 p.m.
<http://www.uchastings.edu/hr/index.html>
3. Office of Fiscal Services - Payroll
198 McAllister Street, Room 111
Mailing address: 200 McAllister Street
San Francisco, CA 94102-4978
Telephone: (415) 565-4811
Facsimile: (415) 565-4698
Email: finkbine@uchastings.edu
Office Hours: 8:15 a.m. to 4:00 p.m.
<http://www.uchastings.edu/fiscal/index.html>

II. HASTINGS EMPLOYMENT PROGRAM (NON WORK-STUDY)

A. Purpose

This College funded program is designed to provide students with an opportunity to earn money to defray educational expenses and to gain work experience.

B. Eligibility Criteria

Participants must be currently and actively enrolled at Hastings.

C. Employment Process

1. Finding Employment - Employment notices may be posted in the Hastings Weekly, the hiring department and in Career Services.

2. New Hire Paperwork

a. Students must obtain an *Employment Authorization Form*. These forms are available online as well as from Human Resources. An *Employment Authorization* form must be completed for each job.

b. Students must submit the completed *Employment Authorization Form* and required new hire paperwork to Human Resources before they can begin working.

Students must submit the completed authorization form AND new hire paperwork to Human Resources PRIOR to their first day of work. THE PAPERWORK MUST BE COMPLETED IN ORDER TO GET PAID!

D. Regulations and Guidelines

ABA and academic regulations prohibit students from working more than 20 hours per week during periods of enrollment.

III. FEDERAL WORK-STUDY EMPLOYMENT PROGRAM

A. Purpose

This Federally sponsored program is designed to provide students an opportunity to earn money to defray educational expenses and gain work experience. Student wages are paid from a combination of federal and employer funds.

B. Eligibility Criteria

Students must meet the following criteria to be eligible for work-study funds:

- Continued active enrollment at Hastings;
- Apply for and demonstrate financial need as determined by the *Free Application for Federal Student Aid (FAFSA)*;
- Be a U.S. citizen or eligible non-citizen;
- Maintain a minimum 2.0 GPA;

C. Application Process/Student Responsibilities

1. Required Documents - Students must complete three forms: the *Hastings Student Financial Aid Supplement*, the *Federal Work-study Application*, and the *FAFSA*; they are available on-line at the Financial Aid website <http://uchastings.edu/financial-aid/apply-for-aid/apply-2011-12.html>. The *Supplement* must be submitted to the FAO and the *FAFSA* must be submitted to the Federal central processor. Each must be postmarked no later than the deadline established by FAO, usually around February 15.

2. Finding a Job – Students must locate their own employment and may work on or off campus. Eligible employers include government agencies, non-profit agencies, and Hastings. For reference, the FAO has a list of off-campus agencies that have previously employed Hastings students. Job announcements and position descriptions are also often posted on the Office of Career and Professional Development website.

3. Activating the Work-Study Award:

- a. Students must come to the FAO to pick-up a work-study employment packet. The packet contains a *Job Description* form, an *Employment Authorization/Work Permit* form, and the Human Resources new hire paperwork packet. The off-campus packet also contains three *Federal Work-Study Program Agreements*.
- b. The documents must be completed and returned to the FAO with the exception of the HR new hire paperwork. These should be completed by the student and submitted to Human Resources. Once the FAO has received all the documents and the confirmation from HR that the new hire paperwork has been completed, the FAO will certify *Part C (Work Permit)*, and *Part D* of the *Employment Authorization* form.

Part C (Work Permit) confirms the date on which the student may begin earning work-study funding for the position.

Copy of the completed *Employment Authorization/Work Permit* form is issued to the Agency/supervisor and the student.

Each of the foregoing steps must be completed BEFORE a student may begin working.

- c.** Work-study awards are activated on a first-come, first-served basis until funds are expended. Inactivated awards are canceled when all work-study funds are committed or on September 30th, whichever occurs first.
 - d.** Work-study awards consist of an award limit for June and/or a separate award limit for July through May.
4. Regulations and Guidelines
- a.** Students may not be placed in jobs which:

 - 1. Result in the displacement of employed workers or impairment of existing contracts for services;
 - 2. Involve any partisan or non-partisan political activities associated with a candidate, or contending faction or group in an election for public or party office;
 - 3. Involve the construction, operation, or maintenance of any facility, which is to be used for sectarian instruction or place of religious worship.

Unearned awards from June cannot automatically be carried over or added to the July-May award limit. Students should visit the FAO to discuss options for using unearned awards.

The FAO and the supervisor must authorize all award limit adjustments.

- b. Students may not earn more than their approved Federal Work-Study award limit. Students and their supervisors must keep a record of earnings to ensure they do not exceed the award limit. A Work Study Threshold Warning Report, which provides the award limit balance, is available upon request from the Payroll office.

The Department/Agency is responsible for paying 100% of earnings in excess of established award limits.

The Hastings' Department/Off-Campus Agency is responsible for paying 100% of amounts earned in excess of the authorized award limit.

- c. If a student becomes ineligible for Federal Work-Study or their award eligibility changes, the FAO will notify the student and his/her supervisor. It is the responsibility of the student and supervisor to adjust the work hours accordingly.
- d. ABA & academic regulations prohibit students from working more than 20 hours per week during periods of enrollment.

D. Financial Aid Calendar and To Do List

Please refer to <http://uchastings.edu/financial-aid/apply-for-aid/apply-2011-12.html> for general information, critical deadlines, and the financial aid To Do list.

IV. ON-CAMPUS FEDERAL WORK-STUDY SUPERVISOR RESPONSIBILITIES

This section describes the responsibilities of Hastings student employee supervisors.

A. General Guidelines

1. Supervisors Must:

- Complete the applicable sections of the *Employment Authorization* form(s);
- Ensure that the student returns the *Employment Authorization* form(s) to the FAO for final approval;
- Ensure that the student completes the required employment documents in Human Resources on or before the first day of work.

Student employees are not permitted to begin working until the required employment documents are completed and the Employment Authorization form, also known as the Work Permit, is issued by the Financial Aid Office.

2. Supervisors must ensure their employment commitments do not exceed their allocated budget.

Supervisors must ensure Federal Work-Study employees do not earn more than their authorized award limit. An award balance report is available upon request from the Payroll Office to assist supervisors in monitoring the award limit.

100% of amounts earned in excess of the award limit will be charged to the department's budget. Retroactive award limit adjustments cannot be made.

3. During periods of enrollment, supervisors must not allow students to work more than 20 hours per week.
4. Supervisors of Federal Work-Study employees should be aware that unused award limits cannot be carried forward to subsequent award periods.

5. Student employees who work more than 40 hours per week during a period of non-enrollment (e.g., holiday and spring break) will be paid overtime at time and a half of their hourly rate. Note: Because many students work more than one job, the combined total of hours worked could lead to the student working more than 40 hours per week.
6. Supervisors should confirm the student's work schedule before they begin working.

B. Time Sheet Processing

1. Supervisors must print and sign their names on the Hastings *time sheet* certifying the employee has worked the dates and hours indicated. *Time sheets* are available in Fiscal Services or on-line at <http://www.uchastings.edu/student-services/student-employees.html>

Note to Faculty Supervisors: In the event of your absence, the Academic Dean can sign time sheets on your behalf providing you confirm the hours worked by the student. Contact the Academic Dean for more information.

Supervisors are responsible for ensuring that *time sheets* are submitted to Payroll in accordance with the established due dates, which are printed on the back of the *time sheets*. This will ensure earnings are paid timely and facilitate budget management.

2. Supervisors must also indicate on the time sheet the account number (cost center) to which earnings is to be charged.
3. The white and yellow copies of the *time sheet* should be forwarded to the Payroll Office, the pink copy retained by the department with the gold copy given to the student.
4. Earnings charged to the department should be reconciled against the *time sheets*. Departmental charges can be viewed at <http://www.uchastings.edu/fiscal/fiscal-reporting.html> . Discrepancies should be reported immediately to the Controller of Fiscal Services at (415) 565-4740.
5. *Time sheets* submitted after the established due dates will be processed in the next pay cycle. (Please refer to the Payroll Calendar on page 32).

V. OFF-CAMPUS FEDERAL WORK-STUDY AGENCY RESPONSIBILITIES

Government and qualifying non-profit agencies may be eligible to participate in the off-campus Federal Work-Study Program. This section describes the role and responsibilities of the agency.

A. Federal Work-Study Program Agreement (Agreement)

1. Eligible agencies wishing to employ Hastings students must enter into an *Agreement* with the College. The agency is required to sign a new *Agreement* each year with the College.
2. The Financial Aid Office (FAO) administers the *Agreement* and is authorized to sign as the College's representative.

The Off-Campus Agency is responsible for paying 100% of amounts earned in excess of the authorized award limit.

B. Hiring Students

1. Initiating employment is generally the student's responsibility. Students may review a list of potential employers maintained in the FAO, Career Services, or seek other qualifying agencies for employment. When employment is agreed upon, the student obtains, from the FAO, an off-campus work-study employment packet, which includes:
 - *Federal Work-Study Job Description Form*
 - *Employment Authorization/Work Permit Form*
 - *Federal Work-Study Program Agreement (3 copies)*
2. Supervisors must:
 - Complete the applicable sections of the *Employment Authorization/Work Permit* form(s);
 - Ensure the student returns the form to the FAO for final approval and issuance;
 - Ensure the student completes the required employment documents in Human Resources on or before the first day of work;

- Not allow students to begin working until their “official date of hire” is established.

Student employees are not permitted to begin working until the required employment documents are completed and the Employment Authorization form, also known as the Work Permit, is issued by the Financial Aid Office.

3. All agencies must prepay their share of the students' award limit and the administrative fee, as specified in the *Agreement*. The anticipated amount of overtime, earnings in excess of the award limits and the associated administrative fee must also be prepaid.

Government agencies may submit a Purchase Order in lieu of prepayment. The pre-payment or purchase order must be returned with the signed employment documents to FAO before the student can begin working.

C. Completing *Time sheets*

- Hastings provides *time sheets* to record hours worked. *Time sheets* are available in Fiscal Services or on-line at <http://www.uchastings.edu/student-services/student-employees.html>
- A *time sheet* must be completed in ink for hours worked in each pay period.
- Supervisors must sign the *time sheet* to certify the dates and hours worked by the student.
- The supervisor is responsible for submitting the *time sheet* to the Hastings Payroll office by the stated due dates. *Time sheets* received after the due dates will be processed in the next pay cycle. Refer to the Payroll Calendar on page 32 for the *time sheet* deadlines.
- While *time sheets* can be faxed to 415-565-4698; Attention: Payroll Coordinator, the original *time sheet* must be received before the paycheck will be released.
- Supervisors should retain their copy of the *time sheet* for their records.

D. Processing Earnings

Hastings agrees to disburse the student's earnings on behalf of the agency after the receipt of a Hastings approved *time sheet*. Students can pick up their paychecks or direct deposit statements in Fiscal Services during office hours.

Refer to Section VII, Payroll Procedures, for more information.

E. Monitoring Award Limits

1. The off-campus agency must not permit students to earn more than their work-study award limit as specified in the *Employment Authorization/Work Permit* form. The Agency is responsible for reimbursing the College 100% of the earnings paid to the student in excess of their limit.
2. To assist the agency in monitoring the award limit, an award balance report from the Payroll Coordinator is available upon request.

F. Employer Orientation

1. Upon receipt of the signed *Agreement*, an introduction letter will be mailed to the agency, orienting the agency to the billing process and notifying the agency of its account number. *Time sheets* will also be provided at this time.

G. Monthly Invoicing

1. Hastings will invoice governmental agencies on a monthly basis for their portion of the student's earnings and the administrative fee. Non-governmental agencies, which prepay, will receive a statement of current charges and the remaining deposit balance. All agencies will be invoiced for overtime earnings and amounts earned in excess of the award limit.
2. Billing discrepancies should be reported immediately to the Controller of Fiscal Services at (415) 565-4740.
3. Payment is due within 30 days of the invoice date and should be made payable to:

UC Hastings College of the Law
Office of Fiscal Services
200 McAllister Street
San Francisco, CA 94102-4978

To ensure proper credit of payments, agencies should indicate their account number on the check.

4. The College reserves the right not to renew its *Agreement* with any agency with a past due balance or a history of late payments.
5. Unused credit balances will be returned to the agency upon written request and confirmation there are no unpaid *time sheets* outstanding. Requests should be mailed to:

UC Hastings College of the Law
Office of Fiscal Services
200 McAllister Street
San Francisco, CA 94102-4978

VI. EMPLOYMENT PROCEDURES

Human Resources is responsible for establishing and maintaining student employment records.

A. Employment Authorization

1. Federal Work-Study Employment Program - The student's employment record will be established and authorized upon receipt of a completed *Employment Authorization/Work Permit* form **and** completion of required new hire paperwork. FAO will provide Human Resources with each student's certified *Employment Authorization/Work Permit* form.
2. Hastings Employment Program (Non Work-Study) - Non work-study students must provide Human Resources with a *Non Work-Study Student Employment Authorization* form completed by the on-campus Department Head/Supervisor.

B. Establishing the Employment Record

A Human Resources representative will review the employment authorization and instruct the student to complete the following new hire paperwork which is also at <http://www.uchastings.edu/hr/new-hire/index.html>:

- Personal Data Form;
- Demographic Data Form;
- *Oath of Allegiance (On Campus Employment Only);
- **Employment Eligibility Verification (Form I-9/ Department of Homeland Security);
- Employee Federal and State, and including Non-California Withholding Allowance Certificate (UC W-4/DE4);
- Direct Deposit - Payroll Earnings Distribution Authorization Form. Sign up for direct deposit can also be done at <http://atyourservice.ucop.edu/>
- Privacy Notification, Disclosure of Social Security Number, and Statement of Confidentiality;
- Statement Concerning Your Employment in a University Position Not Covered by Social Security

***OATH OF ALLEGIANCE: MUST BE COMPLETED ON OR BEFORE THE FIRST DAY OF EMPLOYMENT.**

****FORM I-9/DEPARTMENT OF HOMELAND SECURITY: MUST BE COMPLETED WITHIN THE FIRST 3 DAYS OF EMPLOYMENT.**

Unless the aforementioned are strictly adhered to, no payment for services rendered will be issued for time worked prior to the completion of required employment forms, particularly a state mandated Oath of Allegiance and a federally mandated Form I-9.

The required employment documentation must be completed in accordance with the established payroll deadlines to ensure the employment records are established timely. Refer to the Payroll Calendar on page 32 for the “Forms Deadline”.

C. **Maintenance of Student Employment Data**

Changes to student employment data, specifically, tax withholding information and address can be updated on the UC AtYourService website (refer to Glossary and page 27 in “The Guide”) or you can visit Human Resources and complete the appropriate change documents.

Note: Address changes made with the Records Office will not automatically update your address with Human Resources as they do not share the same database. Notify Human Resources separately or go to <https://atyourserviceonline.ucop.edu/ayso/>

VII. PAYROLL PROCEDURES

This section provides information and describes the steps students are required to follow to ensure *time sheets* are processed timely.

A. **Payroll Calendar**

1. The Payroll Coordinator is responsible for establishing and posting all payroll related deadlines. Students should familiarize themselves with these deadlines. The calendar includes deadlines for both the Human Resources and Payroll offices.
2. The calendar is posted in various areas throughout the College including:
 - the bulletin board in Fiscal Services;
 - on the back of *time sheets*;
 - in the academic planner sold in the Bookstore;
 - Section X (page 32) of the Guidelines;
 - on the Hastings website
<http://www.uchastings.edu/student-services/student-employees.html>
3. There are two primary deadlines each month:
 - a. Forms Deadline - This is the deadline for which all employment documents are due in Human Resources in order to establish or change your employment record. Documents submitted after the deadline will be processed in the next pay cycle. These deadlines are printed on the reverse side of the time sheets.

- b. *Time sheet* Deadline - This is the deadline for which *time sheets* are due in the Office of Fiscal Services by 4:00 p.m. on the last day of the pay period. *Time sheets* submitted late will be processed in the next payroll cycle. These deadlines are printed on the reverse side of the *time sheets*.

B. Verification and Processing of Time Sheets

1. Employees are required to report their hours worked on the Hastings' *time sheet*. *Time sheets* are available in the Office of Fiscal Services, Room 111, 198 McAllister Street; and via the internet at <http://www.uchastings.edu/student-services/student-employees.html>

Time sheets must be completed in ink and signed by the supervisor.

If there is a holiday during the pay period students should only enter hours IF they work on the holiday.

Students who have more than one job and work more than 40 hours per week must attach a schedule to their time sheet to indicate time worked at each job so that Payroll can determine the proper allocation of the overtime cost. If a schedule is not attached, the overtime will be allocated proportionately to each job, based upon the hours worked.

2. *Time sheets* must be received in the Office of Fiscal Services in accordance with established deadlines. *Time sheets* received after the due date will be held and processed in the next pay cycle.
3. *Time sheets* will be reviewed for accuracy and completeness. Incomplete *time sheets* will not be processed and will be returned to the employee, via SIC folder, for completion. Students must complete and resubmit the *time sheet* for processing in the next pay cycle.
4. Facsimile copies of *time sheets* will be accepted. However, original *time sheets* must be received before paychecks will be released. The fax number is (415) 565-4698.
5. Employees must submit one *time sheet* for each job by no later than

the close of business or the last day of the pay period. *Time sheets* should not be held and submitted at a later date. Only in the event of multiple appointments (jobs) will multiple *time sheets* be accepted.

6. Work-Study students can monitor their award limit(s) on **Section 5 – Pay Calculation** of the *time sheet*. Additionally, an award balance report is available from the Payroll Coordinator upon request.
7. Students will be paid for hours worked and for official College holidays (see the glossary for the holidays currently recognized by the College) if they meet the eligibility criteria. Holiday pay will be calculated by the Payroll Coordinator and be based upon the total number of hours worked.

To be eligible to receive holiday pay, a part-time non-exempt employee must be on pay status 50% of the time or more in a month (excluding holiday hours) that receives holiday pay. Holiday pay will be paid in proportion to the percent of time on pay status.

Holiday pay is not issued for a holiday occurring before the first day of appointment or after the day of separation.

Students working for off-campus agencies are not eligible for holiday pay.

8. Falsification of *time sheets* and receipt of payment for work not performed may constitute misappropriation of funds that may result in disciplinary action.

C. Payroll Provisions

ABA and academic regulations prohibit students from working more than 20 hours per week during period of enrollment excluding the summer and academic breaks.

D. Taxes and Other Mandatory Withholdings

1. Wages earned are subject to federal and state income taxes. If eligible, students may claim exempt status on the *Federal-State Withholding Allowance Certificate (UC W-4/DE4)*.

The Federal and State income tax exemption status expires each year on February 15th. Students wishing to continue their exempt status

must complete and submit a new *Withholding Allowance Certificate* (UCW4/DE4) before February 15th. If the new *Certificate* is not submitted the withholding status will change to single/zero.

Retroactive tax adjustments will not be made. Changes to UC W-4/DE4 form can also be processed on-line at <http://atyourservice.ucop.edu/>

2. Wages earned during June, July and August are subject to Federal MEDICARE tax (1.45% of gross wages) and UC Retirement System's (UCRS) Defined Contribution Plan (DC Plan) (7.5% of gross wages).

Contributions to the Defined Contribution Pretax (DCP) account are mandatory. Fidelity Investments Tax-Exempt Services Company (FITSCo) provides the record keeping and account services for this plan. FITSCo can be reached at 1-866-682-7787 or on-line at <https://netbenefits.fidelity.com>.

3. Wages may be subject to garnishments and other attachments.

E. Disbursement of Wages

Hastings offers two methods to disburse wages: paper check or direct deposit. To enroll in direct deposit, students may complete a *Payroll Earnings Distribution Authorization* form available in Human Resources. They may also enroll online at <http://atyourservice.ucop.edu/> Employees may also receive a paper earnings statement by checking the "Opt Out" box. Direct deposit begins on the next pay cycle from the date of enrollment.

1. No wages will be issued until the student's employment record has been established and an authorized *time sheet* for hours worked has been submitted.
2. Upon receipt of a completed, original *time sheet*, pay will be issued on payday.
3. Paychecks and direct deposit statements will be available in the Office of Fiscal Services at 8:30 a.m. on payday upon presentation of a valid identification.

Note: Address changes made with the Records Office will not automatically update your address with Human Resources, as they do not share the same database. Notify Human Resources separately or go to <https://atyourserviceonline.ucop.edu/ayso/>

4. If a check is lost or destroyed, students may request a replacement check by completing a [Request for Replacement of Lost or Destroyed Check](#) form available in Fiscal Services. The form must be completed and signed by the payee. A \$25.00 replacement fee will be deducted. Upon the receipt of the stop payment confirmation, a replacement check will be issued in approximately 10 business days.
5. Paychecks or direct deposit statements can be mailed on payday if the student supplies a self-addressed envelope. The earnings statements are also available for viewing on-line at <https://atyourserviceonline.ucop.edu/ayso/>
6. Discrepancies in wages paid must be reported immediately to the Payroll Coordinator.

F. Wage and Tax Statement (W-2s)

1. Electronic W-2 delivery – The employee can sign up for an electronic statement online at the AYSO website <https://atyourserviceonline.ucop.edu/ayso/> . From the main menu, go to “W-2”. Select “Delivery Method”, mark the appropriate box, confirm and submit the request. The employee will receive an email notification in January when the statement becomes available to view/print.
2. Paper W-2 Delivery – The Paper W-2 statement may be picked up in Fiscal Services during the last week of January. If not done so by then, the College will mail your paper W-2 statement on January 31st to the address on file with the Payroll Office. NOTE: This W-2 address is not updated by the Records Office. Employees can update their address in Human Resources or online at the AYSO website at <https://atyourserviceonline.ucop.edu/ayso/>

The prior year’s W-2s may be viewed online anytime at AYSO website. The current year’s W-2s will be restricted temporarily from view through February 15th by employees who have chosen to receive a paper statement.

To view your W-2, log in to <https://atyourserviceonline.ucop.edu/ayso/> Look for “View Your W-2”. Click this feature and then select to see an image of your most current Hastings W-2 Form. *The default password is your birthday in the following format: MMDDYYYY.*

Please call Human Resources at (415) 565-4703 for assistance.

G. Common Reasons Why Time Sheets Are Not Processed

- 1. No Appointment** - Before a *time sheet* can be processed, an appointment must be established (Please refer to Section VI-Employment Procedures page 16).
- 2. Expired Appointment** - The appointment expired and was not renewed. All appointments expire on May 31st or earlier if authorized by the Supervisor. To renew an expired appointment, have your supervisor submit a new employment authorization form to Human Resources.
- 3. Failure to complete the State Oath of Allegiance** - Under the California Constitution, Article XX, Section 2, and Government Codes, Section 3100-3200, all citizens of the United States to be employed by the University of California, Hastings College of the Law, are required to take and subscribe to the State Oath of Allegiance or Affirmation on or before the first day of employment.
- 4. Failure to complete the Immigration and Naturalization Form I-9** - Failure to complete the I-9 form during the prescribed time frame will result in forfeiture of employment. The effective date of employment will be established to coincide with the completion date of the I-9 form.
- 5. Failure to obtain Employment Authorization Form** - Before students begin working, an Employment Authorization Form must be completed and processed with the Human Resources. The form is available in the Financial Aid Office, for work-study students, and in Human Resources for non-work study students.

H. **Payroll Audit**

Monthly, the Office of Fiscal Services - Payroll Office may perform a payroll audit on selected student employees. If selected, students will be required to appear in person in the Office of Fiscal Services and present valid photo identification before they can pick up their paychecks or direct deposit statements. They will also be asked to sign an audit roster.

Anyone who does not pick up his or her direct deposit statement during this audit may be taken off of direct deposit. The audit notification is sent to students via their Hastings e-mail before the relevant pay day.

VIII. HASTINGS SUPERVISOR'S CHECKLIST

Step 1

Secure Funding

Secure funding for student wages during the initial and/or the mid-year budget hearing process.

Step 2

Authorize Employment

Complete the *Employment Authorization Form*:

- If hiring a work-study student, the form is available in the student's work-study enrollment packet available in the Financial Aid Office.
- If hiring a non-work study student, the form is available in the Human Resources office or on line at <http://www.uchastings.edu/hr/for-faculty-staff/forms.html>.

*If hiring international and non-resident aliens, please call the International and Graduate Programs office and/or Human Resources for employment assistance.

Step 3

Complete the Required Employment Documents

The Financial Aid Office must first sign the work-study Employment Authorization/Work Permit form before Human Resources can process it.

The student will need to complete the required new hire HR paperwork including the I-9 Form as required by the Department of Homeland Security and the state mandated Oath of Allegiance.

Payment for services rendered will not be issued until

the required employment forms, particularly a state mandated Oath of Allegiance and a federally mandated I-9 form are completed.

IMPORTANT: Do not allow students to begin working until the required employment documents are completed in Human Resources. Supervisors should contact HR to confirm the employee's official date of hire.

Step 4

Monitor Work-Study Award Limits

The Financial Aid Office will establish a work-study award limit for each work-study student. This limit is stated on the *Employment Authorization/Work Permit* form. If the student works more than the authorized limit, 100% of the earnings in excess of the limit will be charged to your budget. Your budget will also be charged with any overtime and holiday pay the student earns.

Step 5

Record Hours Worked

Instruct the student to record their hours worked on the College provided *time sheet*, which is available in the Office of Fiscal Services. The *time sheet* is also available online at <http://www.uchastings.edu/student-services/student-employees.html>

Do not allow student employees to work more than 20 hours per week during periods of enrollment, excluding spring and holiday breaks.

Step 6

Authorize Time Sheets

At the end of each pay period, review and authorize the student's *time sheet* denoting the cost center the salaries and wages are to be charged. Do not sign blank *time sheets*.

Keep the *pink* copy of the *time sheet*.

In the event of the faculty supervisor's absence, the Academic Dean may sign *time sheets* on their behalf. The supervisor must report the student's hours worked to the Academic Dean. Faculty should contact the

Academic Dean's office for the specific information required.

Step 7

Submit Time Sheets

Completed *time sheets* are to be submitted to Payroll for processing at the end of each pay period. When submitting *time sheets* instruct students to:

- Submit their *time sheets* by the deadline printed on the reverse side of the time sheet.
- Submit only one *time sheet* per pay period.

Step 8

Verify Wages Paid and Budget Availability

Monthly budget reports are now available on-line at the [Fiscal Information Reporting](http://www.uchastings.edu/fiscal/fiscal-reporting.html) website at <http://www.uchastings.edu/fiscal/fiscal-reporting.html> Reconcile the amount authorized for payment on the *time sheet* to the wages charged to your budget. If the amounts differ, contact the Controller of Fiscal Services at (415) 565-4740.

Additionally, verify the budget availability balance. Adjust student hours accordingly to stay within your allocated budget.

Step 9

Refer to payroll calendar on page 32 for important dates and deadlines.

IX. GLOSSARY

ABA	American Bar Association
Academic Year/ Periods of Enrollment	The first day of class in the Fall term through graduation day in the Spring term.
Academic Breaks	Holidays and spring breaks.
Account Number/Cost Center	A number used to identify a specific Department/Agency for which earnings are to be charged. The Office of Fiscal Services assigns these numbers.
Activated Awards	An award becomes activated when the student returns the completed work-study packet to the Financial Aid Office (FAO) and completes required employment documents in Human Resources. Confirmation of an activated award is made when the FAO authorizes the student's Employment Authorization/Work Permit form.
Address Change	To change your address for your W-2 mailer go to: https://atyourserviceonline.ucop.edu/ayso/ or to the College's Human Resource office. Note: this does not change your address with the Records office or other Hastings departments.
Administrative Fee	A fee charged to off-campus Agencies by Hastings for processing students' earnings on their behalf. Includes reimbursement for the agency's share of MEDICARE tax.

Appointment	The authorization by the employing Hastings department and/or off-campus work-study agency to “appoint” a student to a position. Appointments have beginning and ending dates or expire on May 31 of the current fiscal year, whichever is earlier.
Award Limit	The maximum amount of Federal work-study wages an employee can earn for each award period. The limit excludes amounts earned for overtime and holiday pay. The limit is established by the Financial Aid Office and confirmed by the student’s supervisor.
Award Periods	June 1- 30 July 1 -May 31* *Unless graduating, then the end date is the date of commencement.
AtYourService	This is a website hosted by the University of California’s Human Resources and Benefits division. Current and former employees can find out a variety of information from this site. You can visit this site at http://atyourservice.ucop.edu/ Within this site, employees can change their address and update their tax, marital and withholding allowance, claim exempt or make additional tax withholdings, view earnings statements and retrieve W2s. https://atyourserviceonline.ucop.edu/ayso/
Central Processor	An agency under contract with the U.S. Department of Education to process the Free Application for Federal Student Aid (FAFSA)
Direct Deposit	Electronic Deposit of Earnings <i>Direct deposit</i> document: http://uchastings.edu/hr/docs/direct.deposit.2010.pdf To sign up for <i>direct deposit</i> on-line, go to: https://atyourserviceonline.ucop.edu/ayso/

Exemption Status	The status indicated on the Federal and State Withholding Allowance Certificates, which exempts the employee from federal and state income taxes.
Fiscal Year	July 1 – June 30
Free Application for Federal Student Aid (FAFSA)	Federal need analysis form which must be completed by anyone who wishes to participate in Federal financial aid programs or the College's grant and scholarship programs.
FAO	Financial Aid Office; Telephone number: (415) 565-4624 or on-line at FinancialAid@uchastings.edu
Federal Work-Study Program (FWS)	A need-based federal work program in which a Hastings student may be hired by a private non-profit agency, a governmental agency or an office at Hastings College. The student's wages are shared by the employer and the federal government.
FITSCo	<p>Fidelity Investments Tax-Exempt Services Company (FITSCo) provides the record keeping and account services for the UC Retirement Savings Program. See the FITSCo website or call FITSCo for questions about:</p> <ul style="list-style-type: none"> • Account Information • Beneficiaries • Changing funds • Distributions <p>https://netbenefits.fidelity.com</p> <p>1-866-682-7787</p>
Garnishments	Attachment of wages authorized by authorities such as the Sheriff's Office, Internal Revenue Services, and State Franchise Tax Board, etc.

<p>Hastings Employment Program (Non Work-Study)</p>	<p>A college work program designed to provide students with an opportunity to earn funds to defray educational expenses and gain work experience.</p>
<p>Holidays</p> <p>Refer to the timesheet for the actual day.</p>	<p>Official holidays recognized by the College include:</p> <p>New Year’s Day (January)</p> <p>Martin Luther King Jr’s Birthday (January)</p> <p>Presidents’ Day (February)</p> <p>Memorial Day (May)</p> <p>Independence Day (4th of July)</p> <p>Labor Day (September)</p> <p>Veterans’ Day (November)</p> <p>Thanksgiving Day (November)</p> <p>Day After Thanksgiving (November)</p> <p>Christmas Eve (December)</p> <p>Christmas Day (December)</p> <p>New Year’s Eve (December)</p>
<p>Inactivated Work-Study Awards</p>	<p>Tentative work-study awards that do not become "activated" (refer to glossary item Activated Awards).</p>
<p>MA PAYROLL</p>	<p>Monthly Arrears (MA) payroll cycle for students paid on an hourly basis. Hours reported on the <i>time sheet</i> are paid no later than 7-8 days after the pay period end.</p>

Official Date of Hire	The date the student may begin working. This date is established by Human Resources and is based upon the student's full completion of all employment documents, specifically the Oath, the Department of Homeland Security I-9 form, and the Work Permit for Federal Work-Study appointment.
0. Payroll Coordinator	Responsible for processing <i>time sheets</i> , computing earnings and withholding all payroll related taxes. Telephone Number (415) 565-4811 or at finkbine@uchastings.edu .
Periods of Enrollment/ Academic Year	The first day of class in the Fall term through graduation day in the Spring term.
Satisfactory Academic Progress	Maintain a minimum 2.0 GPA.
SIC	Student Information Center
W-2 Form	A wage and tax statement issued to all employees no later than January 31 st of the following year. You may sign up for electronic/paperless W-2 or just gain access to your W-2 online at the UC At Your Service (AYSO) website. https://atyourserviceonline.ucop.edu/ayso/
UC W-4/DE4 Form	Federal and State Withholding Allowance Certificate (UC W-4/DE4). Income tax withholding is determined by the marital status and the number of allowances claimed on this form.
Work Permit	FAO issues copies of the approved Employment Authorization/Work Permit form to the student and his/her supervisor when all required Federal Work-Study and Human Resources new hire paperwork have been received. The work permit serves as notice of the date upon which the student may begin earning Federal Work-Study funds for the employment appointment.

Work Study Threshold Report	Reflect work-study award limit balance. It is available upon request to the Payroll Coordinator at (415) 565-4811 or at finkbine@uchastings.edu .
-----------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

X. PAYROLL CALENDAR

JULY 1, 2011 - JUNE 30, 2012

MA PAYROLL CALENDAR

Jul 2011						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY

- 8 Payday
- 27 Forms Deadline
- 30 Timesheets Due

JANUARY

- 7 Payday
- 26 Forms Deadline
- 31 Timesheets Due

Jan 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug 2011						
S	M	T	W	T	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

- 6 Payday
- 26 Forms Deadline
- 31 Timesheet Due

FEBRUARY

- 7 Payday
- 23 Forms Deadline
- 28 Timesheets Due

Feb 2012						
S	M	T	W	T	F	S
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

Sep 2011						
S	M	T	W	T	F	S
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER

- 8 Payday
- 27 Forms Deadline
- 30 Timesheets Due

MARCH

- 7 Payday
- 28 Forms Deadline
- 31 Timesheets Due

Mar 2012						
S	M	T	W	T	F	S
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER

- 7 Payday
- 26 Forms Deadline
- 29 Timesheets Due

APRIL

- 7 Payday
- 26 Forms Deadline
- 29 Timesheets Due

Apr 2012						
S	M	T	W	T	F	S
						1 2 3 4 5 6 7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 2011						
S	M	T	W	T	F	S
						1 2 3 4 5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER

- 5 Payday
- 23 Forms Deadline
- 30 Timesheets Due

MAY

- 6 Payday
- 25 Forms Deadline
- 31 Timesheets Due

May 2012						
S	M	T	W	T	F	S
						1 2 3 4 5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 2011						
S	M	T	W	T	F	S
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER

- 7 Payday
- 20 Forms Deadline
- 23 Timesheets Due

JUNE

- 7 Payday
- 27 Forms Deadline
- 30 Timesheets Due

Jun 2012						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

XI. AT-YOUR-SERVICE (AYSO)



How do I sign up for DIRECT DEPOSIT?

How can I view my current and previous pay stubs?

What if I want to CHANGE my TAX Withholdings?

How can I UPDATE my HOME and EMAIL ADDRESSES?

Could I get an EMPLOYMENT VERIFICATION on line?

Go to <http://atyourservice.ucop.edu/>



Follow these SIMPLE INSTRUCTIONS:

1. *Within 30 days of employment at UC Hastings*, go to <http://atyourservice.ucop.edu>. Choose the "Sign in to My Accounts" button and select "New User".
2. Enter your *social security number* and your *eight digit birth date* (Your birth date should be in the mmddyyyy format - i.e. **June 17, 1976** is entered as "06171976") Select "Sign In."
3. Follow the instructions as prompted to create an account with a username and a permanent password.
4. If there are any problems, *contact UC Hastings Human Resources at (415) 565-4703 to reset your password.*
5. For additional assistance, call Patricia Finkbinder - UC Hastings Payroll Coordinator at (415) 565-4811 finkbine@uchastings.edu.