5.1 GENERAL WORKFLOW FOR STUDENT ACTIONS
HIGHLIGHTS OF THE ACADEMIC CALENDAR FOR STUDENTS

August
creation of ERs for Fall continues

July --
• convert to NWS and extend through following year
• separate students not returning

June --
add Summer NWS Employment
(convert on-going jobs from WS to NWS)

May --
SERAP ceremony
Student Employee Recognition Awards Program

April --
recruitment for summer jobs begins
• conference; summer bridge & summer orientation

March --
• summer conference & R.A. recruitment
• begin extension of w/study students

February
summer NWS recruitment begins

September --
• early Sept. -- ER fall deadline
• late Sept. -- W/S orientations
• peak time for student new hires

October --
• convert returning students to W/S
• extend returning NWS students
• separate non-returning students

November --
separate inactive students

December
• begin winter recruitment
• summer planning/analysis

January--
winter term recruitment

Highlights of the Academic Calendar for Student Employment

MAINTAINING, EXTENDING, SEPARATING STUDENTS -- YEAR LONG PROCESS CHART
**STUDENT EMPLOYEE ACTIONS**

(refer to *Section 5.6, Extension of Employment* and *Section 5.7, Separating Student Employees* for Policies & Procedures)

**March**
- Start thinking about extensions & separations of registered students with end dates of: 6/30/XX
- Career Center distributes report to SCs

*(can use as a Data Collection Tool)*

**By the End of the July MA Open Period**
- **Extend** through 6/30 of the following year the students who will probably return in Fall
- **Separate** students who are not returning
- **Leave “as is”** until Fall or take action in the Fall

**By the End of the October MA Open Period**
- **Extend** returning students
- **Add** additional work-study positions
- **Separate** employees who did not return

Service Centers communicate with supervisors to determine appropriate action for student employees not previously extended or separated

**By the End of the June MA Open Period**
- **Extend** students employees working during the summer

**November**
- Career Center distributes *Inactive* Student Employee report to SCs
- Separate any student whose name is on the report

*Should be blank!*

Payroll/Personnel System
March 01, University of California, Santa Cruz
GENERAL WORKFLOW: HIRING PROCESS

Supervisor or SC CREATES ER indicating:
- Work-Study, Non-Work-Study, or BOTH
- post or no-post
- post until filled or final filing date
- email notification of new apps to supervisor or SC

Service Center APPROVES FINAL ER and SUBMITS to Career Center

Career Center reviews and edits ER or returns ER to Service Center with recommended changes

CC APPROVES ER and POSTS on WEB WS, NWS listings or Both

Student reviews ERs & can submit application, store application/resume, make resume public (stored profile is created)

Student SUBMITS APPLICATION (WS or NWS)

If financial aid unresolved, student goes to FAO

Supervisor REVIEWS APPLICATIONS
- Supervisor sets up INTERVIEW
  • Service Centers may view/print ALL applications
  • Supervisors may view apps if they are listed on ER

Supervisor selects applicant and
- Supervisor (or SC) PRINTS HAF
  • Supervisor completes supervisor portion of HAF

Student takes HAF to SC (or goes to SC for printed HAF)

Service Center AUTHORIZES HAF
If New-Hire, Re-hire, or WS split retains HAF

Service Center does OEU for All Continuing Employees stamps, dates HAF and sends to CC

Career Center does OEU for New-Hire and Re-Hire Employees based on authorized HAF

Student completes WORK-STUDY AUTHORIZATION portion of HAF IF indicating:
- no split allocation
- split allocation among 2 or more service centers

SC VERIFIES PPS STATUS indicating on HAF:
- New-Hire
- Re-hire & I-9 Status
- Continuing

If New-Hire, Re-hire, or WS split

Student brings HAF to CC for:
- WS split allocation
- employment forms, if New-Hire or Re-Hire (receives BLUE CARD to give supervisor)

ER: Employee Request
HAF: Hiring Authorization Form
OEU: Online Entry Update
WS: Work-Study
NWS: Non-Work-Study
CC: Career Center
SC: Service Center
FAO: Fin. Aid Office

Payroll/Personnel System
March 01, University of California, Santa Cruz

General Workflow for Student Actions
PPS User Manual