



# SIERRA COLLEGE

# Student Employee HANDBOOK

A GUIDE TO ON CAMPUS WORK FOR  
STUDENT EMPLOYEES AND SUPERVISORS



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# About Sierra College

Sierra Community College District is an equal opportunity employer, and as such the District has established equal opportunity policies and strives to ensure all qualified applicants for employment, and employees, have full and equal access to employment opportunities, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District strives to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure an inclusive educational and employment environment.

Thank you for your interest in employment at Sierra College!

## Mission

The mission of Sierra College is to ensure that all our students have access to an equitable, high-quality education where they are welcomed, supported, and empowered to achieve their goals.

## Vision

Sierra College will be the preferred destination for higher education and training in our region, strengthening our surrounding communities through the success of our students.

## Core values

The following core values will establish our ethical principles and guide our institutional decision-making. Through a process of continuous evaluation, Sierra College will:

Cultivate a diverse, equitable, and inclusive community to enrich its mission and support students in achieving their educational goals

Empower students in their education

Identify and remove historical barriers to equitable education and success

Support and model excellence and innovation in teaching, learning, scholarship, and creativity



Be responsive to the educational and workforce needs of our local communities and businesses

Demonstrate equity-minded collaboration with all stakeholders in decision making

Manage all resources in a manner that is equitable, sustainable, and responsible

Support students, faculty, and staff with the resources necessary to ensure equitable student success



# What is Student Employment?



## Student Help

A student employee is a part-time hourly employee who is currently enrolled at Sierra College with the primary goal of achieving a degree or certificate. Students may not perform any work or subsequently be paid for work performed before all steps in the hiring process have been completed.

## Student Help as Defined in Ed Code

“

“ Full-time students employed part time, and part-time students employed part time in any college work-study program, or in a work experience education program conducted by a community college district and which is financed by state or federal funds, shall not be a part of the classified service.”

-EC 88003

”

### District Student Help (DSH):

Students are funded by your department. This may include paid internships. Please check your Division Office budget for available funding. This is the only funding source for International Student Employees.

### Federal Work Study (FWS):

Federal Work Study is a need-based program administered through financial aid. Your department is responsible for covering the cost at 25% of the pay rate. The number of hours a student can work is based on the individual student's financial aid award. Generally, the award will fund 12 hours per week. To qualify students must:

1. Apply for financial aid by completing the FAFSA
2. Be eligible for the Federal Work Study program as determined by the Financial Aid Office

### CalWORKs Work Study (CWWS):

CalWORKs Work Study is a state funded program for eligible CalWORKs students who are currently receiving cash aid/TANF (Temporary Aid for Needy Families) benefits. Eligibility for the CalWORKs Work Study program will be determined by the college CalWORKs counselor.

Students working in this program are paid 75% by the CalWORKs program.

If funds are available, the remaining 25% may be paid using FWS funds. If there are no FWS funds available, your Division/Department will be responsible for paying the remaining 25%. Please check with your Division Office for available funding.



# Qualifications

In order for a student to be eligible to work on campus, students must meet the following qualifications:

Be enrolled in, maintain and successfully complete 6 units during Fall and Spring Terms. International Students must enroll in 12 or more units. Students working in the dorms must be enrolled in 12 units per semester.  
Successful completion is defined as completion of the class earning a letter grade for the course resulting in a 2.0 or higher GPA for the term.

Must have a cumulative grade point average of 2.0 to be eligible for the Student Employee Program. You will also be asked to maintain a minimum of 2.0 GPA every Fall and Spring as well as cumulatively.  
Students who are just beginning college may start without a GPA score as long as they are enrolled in the minimum required units for regular terms.

Must pass LiveScan background check.  
LiveScans are performed with our Community Safety Team on Campus.  
Must have a valid government issued photo ID.

May not hold a job as a temporary classified employee and a student employee within the same pay period. Exception to this is if a student employee is also elected as a student trustee.

Must not be attending Sierra College under the Academic Enrichment Program unless student is employed at NCC and Tahoe-Truckee under the Ghidotti Early College High School Program, provided that student have a valid work permit from their high school. The work permit must be provided with the Referral Slip. (approved by DC 4-23-09)



# Working As A Student Employee

## Hours

Students meeting the qualification may work up to 24 hours per week, Monday through Sunday. (International students may only work 20 hours per week)

Student Employees are prohibited from working overtime, no exceptions. Overtime is defined as:

- More than 24 hours in a 5 day period
- More than 8 hours in one day
- (Even if the District adopts a summer work schedule of four 10 hour days for classified staff, a student may only work a maximum of 8 hours in one day.)
- More than 5 consecutive days

## Breaks

Students working more than 3.5 consecutive hours are entitled to a minimum 10-minute paid break.

Students working more than 5 consecutive hours are entitled to a 30-minute unpaid lunch break. Lunch breaks cannot be waived and must start before the end of the 5<sup>th</sup> hour.

Supervisors have an affirmative obligation to ensure that breaks are made available

For full break details please visit <https://www.calaborlaw.com/california-meal-break-law-for-employees/>

## Employment Length

Students are limited to working no more than 4 years as a student employee, regardless of funding source. Taking a semester off will not stop or reset the 4 year clock. Semesters count for students even when not working. (approved DC 2007)

## Permissible Tasks

Permissible tasks are outlined in student help job descriptions, please see Inside. Sierra > Human Resources > Human Resources Document Library > Job Descriptions > Student Job Descriptions.

### Prohibited Tasks

Performing certified or classified level work, **including but not limited to:**

Sharing / using other employees' passwords

Being supervised by a family member

Performing personal services for faculty, staff or manager

District work that is not paid through district payroll

Evaluations, accessing grades, accessing faculty records, entering grades into a computer, evaluation/assessment of assignments, accessing evaluative student work, and / or teaching (Sierra College does not employ Student Teaching Assistants or Student Assistant Instructors)

May not work in a classroom or office alone. Student Employees must be working within eye-sight or ear-shot of supervisor or other Sierra College Staff designee

Working from an off-campus location, with the exception of pre-approved tutor programs like America Reads or employment under the tutor center

# Payroll

## Pay Schedule

Student Employees are paid twice monthly on the **10th** and **25th** of each month.

Pay days are adjusted for the business day prior when then 10th or 25th fall on weekends or holidays.

*Students are encouraged to sign up for Direct Deposit but can choose to opt out if they prefer a paper check. Paper checks are mailed to the address on file with Admissions and Records. Student's choosing this option need to be diligent about making sure the address on file is updated at all times. Students may adjust their preference at any time either with payroll or in the online employee portal. The Student employment Office can assist with locating this in the portal if required.*

## Timesheets

Timesheets are due at **11:59PM** on the **15th** and last day of the month - Even if those days fall on weekends or holidays.

Supervisors will approve timesheets the following business day in the mySierra Portal.

**IMPORTANT NOTE:** A delayed timesheet will result in the student not being paid until the following pay period. (approved DC 11-08)

Should a student miss the submission of their timesheet they can email [StudentEmployment@SierraCollege.edu](mailto:StudentEmployment@SierraCollege.edu) or [Payroll@SierraCollege.edu](mailto:Payroll@SierraCollege.edu) for a manual timesheet.

Students who fail to submit their timesheet in **2 sequential pay periods** will be terminated. ALSO Students who fail to submit their timesheet **3 times in a fiscal year** (July 1 – June 30th) will be terminated. (approved DC 4-23-09)

## Sick Leave and Worker's Compensation

Effective July 1, 2015, students may earn sick leave under the Healthy Workplace Act of 2014. Student employees may earn one hour of sick leave for every 30 hours worked with a maximum accrual of 48 hours in a fiscal year. Students may use accrued sick leave on or after their 90th day of employment. Students who work multiple years may carry over up to 48 hours of sick leave each year. Total sick leave accruals/balance may not exceed 48 hours in a fiscal year.

*Sick Leave balances may be utilized when the employee is absent from a regularly **scheduled shift** and when the absence is due to a qualifying illness or injury. It is not permissible to use Sick Leave for vacation or other unrelated time off from a regularly scheduled shift. Misuse of Sick Leave may cause the student employee, supervisor or department to be suspended from participating in the Student Employment Program per Section XIV of this Student Employment Handbook.*

*A qualifying illness or injury includes (a) the employee or employee's family member's diagnosis, care, or treatment of an existing health condition, or preventative care, and (b) an employee who is a victim of domestic violence, sexual assault, or stalking." (Approved DC May 12, 2017)*

Student workers who are injured, either physically or mentally, while performing routine job assignments may be entitled to workers' compensation benefits. It is the student workers responsibility to notify their immediate supervisor of a work-related injury or illness that results in lost time on or beyond the date of injury, or that results in medical treatment beyond first aid at the time of the incident, or within seventy-two (72) hours, giving rise to the injury or illness. With your supervisor present, if possible, call the

Company Nurse at 1-888-770-0929. Additionally, please notify Human Resources at [hr@sierracollege.edu](mailto:hr@sierracollege.edu) for further direction.

Any questions or concerns regarding the above information should be directed to the Human Resource Department.

# Federal Work Study

Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

Federal Work Study is available to eligible FAFSA applicants from **July 1st through May 31st**. The first thing a student will want to look for is an Federal Work Study (FWS) indicator on their Award Detail. They will also need to check with Financial Aid as that indicator does not factor in all other variables required to receive a FWS award.



Federal work study can be awarded at any time during the year. However, FWS funds are limited and are awarded to continuing students employed in this category first and whose supervisor wishes to retain them. New recipients are awarded on a first come, first serve basis. There are only a limited amount of funds available each fiscal / aid year. Eligible students who want to receive the award after all funds have been allocated will be placed on a waitlist.

(approved by DC 4-23-09)

While district policy allows FWS student to work up to 24 hours per week, their **award is based on approximately 10 hours per week due to limited funding in the FWS program.**

If the student exceeds these hours per week, they may not be able to work the entire semester solely on FWS funds. The Student Employment Office will expand the award when the funds are available AND when the student has the eligibility in their financial aid to do so. If the department wishes to continue to employ the FWS student after their allotment runs out, they will need to use their Division budget and employ them as District Student Help. Similarly, FWS funding is not available the month of June, a department wishes to continue to employ a FWS student during June, the student will need to be funded by the department's budget under District Student Help (DSH.)

**It is the joint responsibility of the supervisor and student to keep track of a student's remaining award.**



A student may see their Federal Work Study balance by logging into mySierra and selecting their financial aid tab. They will be able to see balance sheet on the right hand side of the screen. This can help the student inform you of where they are at in terms of funds for the year. Please keep in mind that this tool may be a week or so behind as it takes time to manually post payments in our system.

Students wishing to apply for or continue Federal Work Study will need to apply for FAFSA for the aid year and complete all financial aid tasks required for the year. FWS students will also need to be enrolled in 6 degree eligible (CPOS) units as outlined in their degree works or on their educational plan composed with a counselor. Students who drop below 6 degree eligible units will lose FWS funding and will either need to stop work or may work under the departments budget under DSH as long as they still have 6 units of enrollment.





# Student Help Supervisor

**A Student Help Supervisor is any staff member authorized by Management class to assist with supervision of student employees within their department / division. Supervisors are given the responsibility to select, employ & cultivate job skills.**

While Classified employees serving as student employee supervisors are given autonomy to find qualified candidates, Managers must approve all hiring and termination that happens within the department / division. This approval comes from the On Campus Employment Request for the department and on the Clearance Form for individual student employees. When departments terminate a student employee the Manager should be present and sign / approve the submission of the termination form submitted to the Student Employment Office.

A **proxy** is beneficial in the case of illness, vacation, or other instances that would otherwise make the student help supervisor inaccessible to the student help. Proxy supervisors may also approve timesheets to insure payroll deadlines are met. The proxy will need to be another staff member within the department / division. This person cannot be a student or temp employee. The proxy must also complete the required steps in Sierra Solutions to request access to be a timesheet approver.

## **Nepotism:**

Employees shall not be assigned to any position which is under the control or supervision of any member of their immediate family (spouse, parent, grandparent, siblings, children, grandchildren and in-laws or any other relative living in the employee's home). (AP7310)

## **Timesheet Approver Permissions:**

Staff new to the approver role will need to request rights to be a timesheet approver. This can be done through Sierra Solutions.

The path to creating the request ticket is:

Solutions Center > Banner Access Requests > Banner Access Form Request - HR/Payroll Module > Request HR/Payroll Access In the ticket, "Describe Role" should be "Time Sheet Approver (ALL\_BANNER\_USERS and ALL\_VALIDATION\_QUERY only, add to GOAEACC)"

## **Suspension from the Student Employment Program:**

Failure to follow the student employment guidelines may result in suspension from participating in the student employment program at Sierra College. This is applicable to students, supervisors and departments. The terms of the suspension shall be determined by the Dean of Student Services and the Director or Program Manager of Financial Aid. (approved DC 7-22-10)

# Hiring **NEW** Student Help

## **Step 1: The On Campus Employment Request**

This document only needs to be completed once a year for each FOAP your department will use to pay students out of. This is usually sent out by the Student Employment Office a couple months before the fiscal year and must be submitted before hiring can take place. It is important that this be on file to confirm the FOAP you will be paying from. The AA managing the FOAP for your department **MUST** sign to approve that account is correct. The area manager also must sign to approve student employee hiring. Without all signatures the document is considered incomplete and will be returned to the supervisor to obtain the missing information. This is usually done at the close of the fiscal year for the next year. An email will go out from the Student Employment Office around April or May with a copy of this form. Once the completed form is received you do not have to do this again unless there are changes in the account you are paying your students from.

**If you have already completed the step for the year you can start at step 2 when hiring a selected student.**

## **Step 2: Hiring and the Referral Slip**

After the Student Employment Office has confirmed your On Campus Employment Request is on file, you will be sent the current year Referral Slip and may begin your hiring process. Our college encourages on-campus employers to use Handshake, our career services platform, where you can post positions and students can search for jobs. You can learn more about Handshake and how to become an on-campus employer by visiting: [Handshake at Sierra College](#). For any questions or additional guidance, you can also contact the Career and Transfer Connections office directly at [ctc@sierracollege.edu](mailto:ctc@sierracollege.edu)

Part of your vetting process should include confirmation that the student is eligible. Eligible students will not hold another employee type /role at Sierra (Temp, Classified, Faculty etc.,) meet the minimum 6-unit enrollment requirements (12 units are required for International Students) and have a minimum 2.0 GPA. (Brand new students to Sierra College do not need to have a posted GPA to be eligible.) It is also requested that you vet any students you are requesting FWS for before the referral slip is submitted.

You will fill out and send in the referral slip to the Student Employment Office for processing. If you / the student prefers, a hard copy can be submitted in person at the Financial Aid windows.

## **Step 3: Confirmation of Eligibility, Livescan and Packet**

Upon receipt of the Referral Slip, the Employment Office will start a file for the successful applicant(s.) Part of this process will be to check that the student is enrolled in the minimum required units, GPA minimum is met, and that they are not over the 4-year maximum allowed years for student work at Sierra College. If the student / department are requesting Federal Work Study, the eligibility is checked for this as well. Any issues are reported to the supervisor directly. The supervisor is expected to communicate with the student if employment is not available to them at this time.

Should the student be eligible they are sent a packet of 8 documents: an Instructions sheet for students, A form and instructions for Livescan, W-4, DE-4, Direct Deposit Allocation Form, the i-9, the Student Employee Responsibilities Agreement, and, Computer Use Form. The i-9 will require supporting documentation, a list of acceptable items is included with the form. The Computer Use Form will require the supervisor's signature before it is returned to the student employment office. The supervisor is copied if the packet is sent via email. If the student requests hard copies of the packet in person, they will need to notify you. All completed documents, except the Livescan form, will be returned via email, or in person at the Financial Aid windows to the Student Employment Office.

#### **Step 4: Livescan Result and Clearance Form**

About 1 week after receipt of the referral slip the Student Employment Office will begin requesting the student's livescan result from Human Resources. These emails are typically sent 2-3 times per week depending on how many new hires are coming in. Once the result comes in an email is sent to the student employee and the supervisor to confirm the livescan is clear and address any missing documents. Typically this takes about 1-2 weeks to receive the result but may be longer depending on Student Employment Office's resources and HR's resources.

Once all documents are successfully completed and on file, the clearance form is issued via email with instructions to the student; the supervisor is copied on that email. Hard copies of the form can be obtained from the Student Employment Office at the Financial Aid windows. If a hard copy is needed, please have the student contact the office ahead of time to make an appointment to pick up the form as the form is customized for each student and will need to be printed and prepared. The student should send / bring you the form after their portion is completed. Upon receipt of the clearance form you will need to sign and get the area manager to sign before it can be returned to the Student Employment Office. Incomplete Clearance Forms will cause delays in processing.

The clearance form will indicate a start date, please do not change the start date, if a different date is required, please work with the Student Employment Office to see what the options are. Expediting your student's start date delays other work that impacts other students. The form will also tell you if the student was awarded Federal Work Study and how much. Awards may vary student to student based on their financial aid package. Occasionally the Financial Aid Office is available to expand a student's award but this will depend on the student employee's unmet need and money available to the program. The completed form will be submitted to the Student Employment Office and processed. The student may start on or after the date posted on the Clearance Form.

#### **Step 5: Timesheets and Badges**

On or shortly after the start date posted on the clearance form, the student will find access to their timesheet under their Employee tab in mySierra. The supervisor will be provided with a sample walkthrough of how to access this timesheet and enter hours. Students are required to submit timesheets on the 15th and last day of the month unless otherwise instructed by payroll. The supervisor will have the next business day to approve the timesheet. Delays in timesheets will result in a delay in pay. If there is an emergency that causes the student to miss their submission, please have them email Payroll or the Student Employment Office to get a manual timesheet.

Students will be sent a Student Employee Badge to wear while at work. Please make sure this is visible to for student customers and staff to help easily identify them as part of your team. So that the Student Employment Office can get your student this badge, make sure the student employee has received a student ID card from the Library, this photo will be used for their badge. If there is a reason the student does not want that photo used, a professional looking photo can be submitted to the Student Employment Office for use on the badge a payroll@sierracollege.edu or studentemployment@sierracollege.edu



# Job Training Resources



Once hired, please take the necessary time to train your new employee and explain your operating policies and procedures, etc. Many of our student employees work with confidential information to include access to student records, and must be advised that all information is to be kept confidential. Failure to do so would result in immediate termination. Additional trainings for multiple subjects such as customer service can be assigned through ProDev see Appendix D. [Review Appendix B Student Employees General Office Rules & Guidelines with your student employees, and sign. This is also available in Inside Sierra > Student Services > Financial Aid Document Library > Student Employment](#)



## Performance Reviews

It is recommended that you conduct regular or annual reviews with your student employees. A standard review form is included in the Handbook (see Appendix B) but you are welcome to use or create an alternative form that better suits your department's needs. However, it is important to maintain consistency across all student employees.

## Raises

Raises are automatically given to students on the 1st of January to comply with changing legislation. Depending on the legislation, raises typically in \$0.50 or \$1.00 increments. The Student Employment Office will make an effort to notify departments a few months in advance so that supervisors and Administrative Assistants can plan for the pay change.

In addition, students can receive raises at any point during the year based on performance, longevity, or additional responsibilities. To request a raise, you must complete the Student Employee Pay Change Request form and submit it to the Student Employment Office. Raises will be applied in the next pay period after the form is received, so please submit requests early. Raises awarded by the supervisor / department must also be in \$0.50 or \$1.00 increments. You may not assign a raise that is not in those increments such as \$0.32. Payroll will not process requests for student pay raises that are backdated. (approved DC 4-23-09)

You should also consult the current pay scale to ensure that the raise you are awarding is within the appropriate range. A current one should be accessible in the Student Supervisor TEAMS under files.

# Appendix A: Sample Office Guidelines

**CONFIDENTIALITY** – Family Educational Rights and Privacy Act (FERPA) sets forth requirements regarding the privacy of student records. All confidential/personal information accessed by employees is to be used to conduct Sierra College business only. You may not access any records including your own unless for legitimate Sierra College business, examples include but are not limited to student records, files, student petitions, any classroom work (whether graded or not including homework assignments, quizzes, tests, and student projects), staff and student evaluations, and student course grades. Personal information cannot be given to third parties (including parents and spouses) without prior written consent from the student.

**COMMITMENT** – You are expected to have a strong commitment to being on time to work. On time means you are at your workstation ready to work at the beginning of your shift. Please schedule any vacations or appointments during times you are not scheduled to work. If you must be away, you are expected to request time off at least 3 days in advance.

**ATTENDANCE GUIDANCE** – Students are expected to work their assigned hours. Managers may establish progressive sanctions for multiple absences or accounts of tardiness. An unexcused tardy will result in the student starting work an hour later that same day (1 hour of pay is docked). An absence is excused with a doctor’s note.

**BREAKS** – You are entitled to a 15 minute break if you work a 4-hour period. If you are working more than a 6-hour shift, you must take a half hour unpaid lunch. Lunches are scheduled to ensure proper office coverage. Please let someone know when you are leaving, even if it is just going to the restroom. Please take your break away from the office. Socializing in the office gives the wrong impression to our customers.

**RESPONSIBILITY FOR TIMESHEET** – You must submit your timesheet via the Web Time Entry process twice monthly. It is your responsibility to make sure that your time is accurately reflected. Falsification of time worked is misappropriation of District funds. If you are on work study or a district student, you must make sure that all of the appropriate paperwork is completed with the Financial Aid office prior to each semester. If you fail to submit your time sheet two sequential pay periods, you will be terminated from the student employment program. If you fail to submit your timesheet 3 times in a fiscal year you will be terminated from the student employment program.

**WORK ASSIGNMENTS** – You are responsible for staying busy and doing tasks to help the good of the whole team. Your supervisors are responsible for training and giving work assignments. Once your work assignments have been completed, please talk with your supervisor for additional tasks.

**PROFESSIONALISM** – You are expected to be professional at all times. We do not have an official dress code; however, we are on the front line and are the first contact for students, staff and our community. Student employees must dress appropriately for the area in which they work, as determined by the supervisor. Short shorts, ripped jeans, mid-drifts, etc. are not proper attire for the work environment. Student employees are frequently the first contact for customers and it is important to project a positive and professional impression (students are encouraged to be neat and clean at all times). Behaviors such as: visiting with friends, eating or drinking while working, unnecessary or noisy conversations, tardiness, and repeated absences prevent a student from getting their work done and placing unfair burdens on co-workers.

**CUSTOMER SERVICE** – You must be customer-focused at all times. We are often the first contact for student customers and the whole identity of the college. If you need assistance with a difficult student or situation, please talk to your supervisor. Be mindful of your surroundings and maintain professionalism, particularly where customers can overhear things you say.

**PERSONAL PHONE CALLS** – You must handle personal phone calls when you are on break. Please be sure to handle these calls somewhere other than in the office.

**AT WILL EMPLOYMENT** – Sierra College is a teaching organization, committed to training all employees to succeed in their position(s). However, it is important to know that student workers are employed “at will” (meaning a student worker may be dismissed for any reason without warning). All employees are protected under both federal and state employment laws, including anti-discrimination and anti-harassment laws and laws governing protected activities such as complaining about illegal activity and/or reporting health/safety violations in the workplace.

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Student Employee Signature

Date

Supervisor Signature

Date

# Appendix B: Pay Raise Form



## Student Employee PAY CHANGE REQUEST

Please submit this Pay Change Request form to the Student Employment Office at least 1-2 weeks prior to effective date of the pay change. Change must be active for either the 1st of the month or 16th of the month in order to align with payroll schedules. Backdated pay change requests will not be accepted.

Student Name:   
Student ID Number:

Department:   
Position Title(s):   
Supervisor Name:   
New Hourly Rate:

Effective Date:  /01/   
choose only one option  /16/

Reason for change in hourly rate:

*Submission of this form assumes:*

- Area Manager has acknowledged and approved pay increase
- Supervisor and Administrative Assistant managing the FOAP have factored changes into the budget for the department
- Current Pay Scale has been reviewed and followed

Supervisor Signature

Date

# Appendix C: Termination Form



## Student Employee **SEPARATION OF SERVICE / TERMINATION**

This form is required to be completed and submitted to the Student Employment Office for all students leaving their position including students who resign, time-out, or transfer.

Student Name:

Student ID Number:

Department:

Position Title(s):

Supervisor Name:

Effective Date:

### Reason for Separation of Service:

- Student Resigned
- Student Graduated / Transferred
- Student reached 4-year Max Employment Length
- Termination (please specify:)

*Submission of this form assumes:*

- Area Manager has acknowledged and approved the termination
- In cases of termination, the student has been informed of the reasons for their separation
- All Sierra College property including ID Badge, Entry Fobs and other equipment has been returned
- Supervisor has submitted proper forms through Sierra Solutions Center to discontinue all access to program modules with student information such as Banner, OnBase, Argos, etc.

Supervisor Signature

Date

# Appendix D: How to Assign a Training in ProDev

## Asynchronous Training



Click on Search for Learning button on the Welcome page in ProDev.

In the search bar type in a specific course title or search for a topic of interest. Once you have searched and found your desired training. Click on the training. You will see the option to Launch the training or Assign. Click Assign.

ONLINE CLASS

### Excel: Avoiding Common Mistakes (Office 365/Excel 2019)

Last Updated 03/29/2022 Duration 45 minutes

#### Details

If you work in Excel, you know that even a small error can have big consequences, throwing off important calculations or transmitting incorrect information to your team. In this concise course, Excel expert Dennis Taylor provides quick and easy tips to help you avoid common mistakes. Dennis begins with the basics??how to display data so that errors can be easily spotted, enter data correctly the first time, and apply shortcuts for frequent entries. Dennis provides easy ways to protect worksheets and validate your data??techniques that are particularly helpful when multiple team members are contributing to the same spreadsheet. He also shows how to correctly use row and column references and avoid mistakes in formulas.

[Show More](#)

ONLINE CLASS

Excel: Avoiding Common Mistakes (Office 365/Excel 2019)

Launch

or

Assign

After you click assign, the below page will pop up. Set a due date, add any comments, check the box to automatically register users and using the box to the left of a user's name, check everyone that you want to assign the training to and click Submit. The user will then receive an auto generated email telling them that they were assigned the training. If a user does not appear on the list it is because they already have the training on their transcript.

**Excel: Avoiding Common Mistakes (Office 365/Excel 2019)**  
Online Class · LinkedIn Learning · 45 minutes · \$0.00

Due Date

Add a Comment

Automatically register users

**Users who have the training already in their transcript are not included in this assignment**

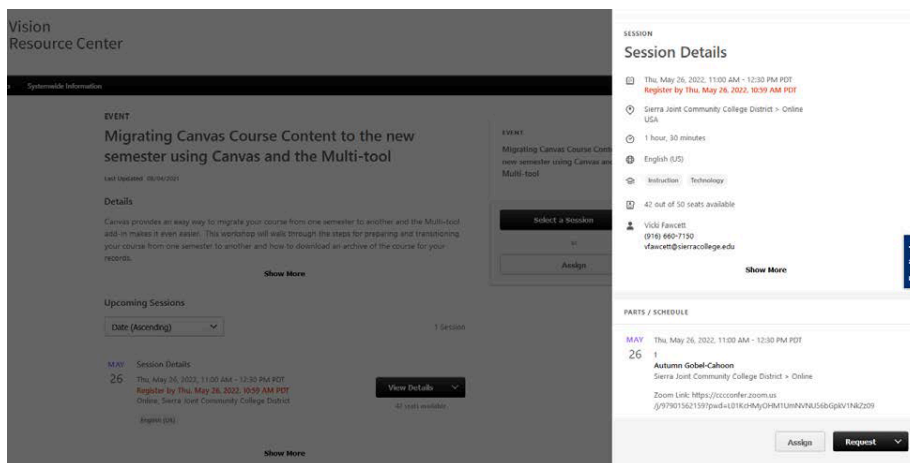
<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	Ariana Marie Samson		0	None	
<input type="checkbox"/>	Bo Lawson		0	None	
<input type="checkbox"/>	Christian-vince Dela Cruz		0	None	
<input type="checkbox"/>	Emma McKnight		0	None	
<input type="checkbox"/>	Fernanda Ambriz		0	None	
<input type="checkbox"/>	Maria Arriaga-Pinon		0	None	
<input type="checkbox"/>	Michael Farinsky		0	None	



# Appendix D: How to Assign a Training in ProDev

## Synchronous Training

Click on Workshop Calendar button on the Welcome Page in ProDev.  
Once you have found your desired training on the workshop calendar. Click on the training.  
You will see the option to Request the training or Assign. Click Assign.



After you click assign, the below page will pop up. Add any comments, check the box to automatically register users and using the box to the left of a user's name, check everyone that you want to assign the training to and click Submit. The user will then receive an auto generated email telling them that they were assigned the training. If a user does not appear on the list it is because they already have the training on their transcript.

Assigned trainings will appear on the user's welcome page in ProDev on the lower left side of the page.

Assign Training

**Migrating Canvas Course Content to the new semester using Canvas and the Multi-tool**  
Session - Sierra College - 1 hour, 30 minutes - \$0.00

Add a Comment

Automatically register users

**Users who have the training already in their transcript are not included in this assignment**

<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	Ariana Marie Samson		0	None	
<input type="checkbox"/>	Bo Lawson		0	None	
<input type="checkbox"/>	Christian-vince Dela Cruz		0	None	
<input type="checkbox"/>	Emma McKnight		0	None	
<input type="checkbox"/>	Fernanda Ambriz		0	None	
<input type="checkbox"/>	Maria Arriaga-Pinon		0	None	
<input type="checkbox"/>	Michael Farinsky		0	None	
<input type="checkbox"/>	Paul Rico		0	None	

Select an Indirect Subordinate

Select a User from a Cost Center | Ap ...

<input type="checkbox"/>	Indirect Subordinates	Language Equivalency	Assignment History	Current Status
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# Appendix D: How to Assign a Training in ProDev

## Adding External Trainings in ProDev

Employees can use this method to add trainings for example: CORA training and CASTE book read or any Professional Development not tracked by registering in PRODEV.

- Student Employees must add their external trainings into their Prodev themselves as Student Supervisor's cannot be a proxy to add.
- You must have a course/training description and hours.
- Questions-Please contact Patricia Flannigan

## External Training

- Add External Training
- Click on Your Transcript (located on ProDev Welcome Page)
- Click “...” (three dots in upper right-hand corner)
- Select Add External Training
  - Fill out form
- Click Submit

You will then be notified of approval. If approved, you can mark the training complete and sign after the completion date.



**Note:** Mark the training Complete for it to appear on your transcript, but you cannot mark an External Training Complete until the end date you entered has passed.



