Extension of Employment

Maintaining of Employment Status for Student Casual/Restricted Appointments

Student employee appointments have a unique configuration. The appointment line on the EDB is typically set to 10/31/xx and the distribution end date for non-work-study jobs is 6/30/xx. (For work-study positions, the distribution end-date is the last day of the academic year, as work-study funding does not apply beyond the academic year.) This sustained appointment configuration greatly streamlines the employment procedure, enabling students who may not be working for your department next year (but who intend to work somewhere else on campus) to remain active in the employee data-base (EDB) over the summer months.

Extending Appointments

Any student employee who is a registered student in the spring quarter and who will be a regularly registered student in the ensuing fall quarter is eligible to be extended through the summer and the next fiscal year. Persons not eligible for extension are those students who will not be returning as registered students in the fall quarter.

Because Student Casual Restricted positions automatically end at the end of the academic or fiscal year, campus units must formally extend the appointment of those students who will continue to work over the summer or who will return to work in the same position in the fall quarter. Student employees should be extended only if there is reasonable certainty that the student will return to the same unit and job in the fall. In fall, they will need to provide only address changes, check disposition, or W-4 changes in order to update their EDB (Employment Database) record.

Policy for Employees Graduating in Spring:

Staff, upon the request of the appropriate unit supervisor, may extend a student who is graduating at the END of the academic year, for up to three months during the summer.

The criteria for extending graduating students are as follows:

- Extensions under this policy may begin at the end of the school year and may remain in effect through September 30 only.
- Extension requests beyond September 30 must be submitted to Staff Human Resources for review and approval. (Student status will terminate after September 30.)

- Graduating seniors must be employed during the spring term, and may be extended in an existing position only.

Extension Timeline

1. Beginning in March:

    - Human Resource Service Teams start thinking about extensions and separations of registered students whose positions will end on or before 6/30/XX.
    - The Payroll department coordinates the distribution of the Extend/Separate Report to Human Resource Service Teams, which includes student employees with distributions ending 6/30/XX.
    - Human Resource Service Teams collect from supervisors information about students to be extended or separated and can use the Extend/Separate Report as a data collection tool for extending or separating student employees.
2. By the end of June:
    - Extend student employees whose positions extend through the summer. Give these student employees first priority to ensure they will list on the July time sheet.
3. By the end of July:
    - Extend through 6/30 of the following year any student employees you are reasonably sure will return in the fall.
    - Separate student employees you are positive are not returning to the University (e.g. graduated, withdrawn, transferred, studying abroad).
    - Leave "as is" any other student employees for whom your unit is the only employer. In most instances this will result in a "hanging" appointment (i.e. distribution with 6/30/XX end date drops off; appointment with 10/31/XX end date remains). Extension or separation action will be taken in the fall as appropriate (see #4 and #5 below)
4. Beginning in September:
    - In coordination with supervisors, determine appropriate action for student employees not previously extended or separated.
5. By the end of October
    - Extend any returning student. Assure there is no break in service.
    - Add any additional positions for "continuing" status employees; assuring that there is no break in service. Change the home department, if appropriate, communicating as necessary with the Human Resource Service Team currently recorded as home department.
6. In December:
    - The Career Center coordinates the distribution of the Inactive Student Employee Report to Human Resource Service Teams. This report will be run after the November purge (when appointments with end dates of 10/31/XX become Inactive). If Human Resource Service Teams are systematically separating student employees who are inactive or not returning to work, there should be very few (ideally zero) employees on this list.
    - Home departments separate any employee who did not return to unit and who has no current appointment with another unit; this includes:
        - Students with inactive status and
        - Students previously extended who did not return.
    - By the end of December MA open period; separate any student whose name appears on Inactive Student Employee Report.
    - At UCSC, the current practice is to process a "mass separation" in February for any students remaining on the "Inactive Student Employee Report" who have not already been separated.

Extending Non Work-Study Students

To extend a non-work-study appointment, the Human Resource Service Team will enter a new 10/31/XX end date (for the following fiscal year), and a new future distribution is entered beginning on the appropriate day of the following fall quarter and ending 6/30/XX. If the student is continuing to work through the summer and into the next year at the same pay rate and percentage, simply extend the distribution end date to 6/30 of the next fiscal year.

Remember to inform your extended students that they have been continued into the next year. Many students do not understand the casual/restricted extension process, and will not know what to do when they return to school.

Extending Work-Study Employees Over the Summer

The employment period for the Work-Study Program is from the first day of the fall quarter through the last day of the spring quarter. There is no work-study during summer. Employers can continue to employ students from one academic year to the next by extending an appointment/distribution as non-work-study. Units will be responsible for 100% of the student's wages.

Extension for Students with Full Time Summer Work

Human Resource Service Teams must update student EDB records to extend those students who will work in summer maintenance or custodial crews, or for Summer Conference Office. If the student adding a full-time (100%) summer position through 9/30/xx has other position(s) which are extendible through the following year the other positions will need to be ended for the summer months (to avoid exceeding 100% on the EDB). Those other positions may be set up with a future appointment beginning 10/1/xx in the coming fall quarter. This temporary interruption is not considered a break in service and will not require a recruitment action.

Warning!

Be sure that a student holding two summer jobs does not work more than 40 hours per week. This would require payment of overtime, paid proportionately by the Human Resource Service Teams involved.

Changing from Non Work-Study to Work-Study Status

If a student already has the position and is simply changing from non-work-study to work-study status, the student must be re-hired in the ER system as work-study. Students cannot be paid out of work-study funds unless there is a corresponding work-study hire with start and end dates specified.

Extension Calendar Guidelines

The normal extension process begins in March, with the Human Resource Service Teams gathering information from supervisors as to which students will be returning. Human Resource Service Teams distribute a report showing end dates of 6/30/xx as a data collection tool.

By the end of the June Monthly Arrears (MA) open period, students working summer jobs should be extended on the Employee Data-base through 9/30/xx. By the end of the July MA period, students who will probably return should be extended through the following fiscal year (through 10/31/xx)

It is extremely important when extending full-time (100%) summer appointments into the coming academic year that the appointment is reduced to a normal (under 50%) percentage. Otherwise, derivation into the UC Retirement System will automatically occur, a status, which is very difficult to reverse.

Multi-Unit Student Employees

When two or more units employ a student in non-academic jobs, it is the responsibility of the Human Resource Service Teams to communicate with each other to decide which one will act as HOME Department. The following guidelines may determine which employer will act as the home Human Resource Service Team.

- The unit in which the person was first employed will act automatically as the home department.
- If two or more units hired the person at the same time, the unit in which the person will work the greatest number of hours per month will act as the home department.
- In the event the person begins working for two or more units on the same date and for the same percentage of time, the home department will be determined as follows:
    1. The earliest time or date of the unit's Employee Request Form would establish the home department, or, if not determinable,
    2. The Career Center will assign the home department.

Once the Home HRT has been identified, that HRT is responsible for:

1. Maintaining Time and Attendance records on total hours its student employee has worked in each of his or her jobs in other departments. It is the responsibility of the home department to ensure that the person is credited with sick leave, holiday (or in rare cases vacation pay) when appropriate, and that these leaves are taken and then recorded by all the student's employing units. Sick leave and holiday pay for work-study students must be compensated 100% with non-work-study funds. See Multiple Part-time Appointments chart.
2. Separating the student when that action is deemed appropriate.
3. Receiving and maintaining student FICA reports to be reviewed and investigated if there are questions on a student's FICA exempt/non-exempt status.
4. Granting alternate access to another Human Resource Service Team. When an additional job is added for a student, the new employing unit will need access to the EDB in order to complete the

on-line entry for the new position. In an email request, the employing unit should provide the following information:

- name of employee and student or employee ID
- Home department code to be added
- information about the position being added, including title, percentage of time, begin and end dates of appointment

If a HRT is the employee's only employer and the appointment is ending, it is appropriate to separate the student, even if s/he is still eligible to work on campus. An actual break in service between jobs constitutes a valid reason for separation. When the HRT simply ends the appointment, or lets the distribution "fall off," the student will change to "Inactive" status once they are purged from the EDB. Any subsequent re-hire action will not be possible without a retroactive separation action by the former HRT home department. The separation process is important for these reasons:

- student must be separated before any future re-hire action can take place
- a clean, more accurate EDB
- student able to access DCP accumulations if leaving the University
- an opportunity to update address and W-4 information during re-hire process
- cessation of sure pay (direct deposit)
- accuracy of Student FICA reports tracking student employee/registered status

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Ending Appointments and Separation Guidelines

Inactive appointments ("hanging" appointments) without distributions that remain on the database after the student has ceased to work have no viability on the Employee database. Students without active appointments should be separated so that they can be re-hired to future positions.

Definition of terms:

Break in Service - any gap in employment status of one day or more (e.g. appointment ends on 10/31/xx and new appointment begins 10/5/xx). If there is a break in service, the student must be formally separated and re-hired.

Ending Appointment - giving an end date to an appointment and distribution will cause the student to become 'Inactive' on the Employee Database (EDB). Inactive students must be separated before they can be re-hired for a different job.

Separation - ending (by home department action) all appointments and separating student from the EDB via the "separation" bundle.

The Separation Process

The student is formally separated from the Employee Database by the Home Department Human Resource Service Team via the separation bundle which includes a function for ending all active appointments, and a function showing Last Day Worked, Separation Date and Reason for Separation. The actual last day worked should be used, not the appointment end date (which may be 10/31/xx). If the student is actually leaving the University, s/he may be offered a "UCRS Distribution Kit for Non-Exempt Student Employees' provided to Human Resource Service Teams by the Benefits Office.

Recording Sick Leave/Holiday Accruals

All holiday or sick leave accrued by the student employee must be kept on record in case the student is later re-hired to another unit on campus. The Human Resource Service Teams must communicate with each other to ensure that all Attendance, Leave Use and Accrual Records are maintained and transferred appropriately to the current Human Resource Service Team. See: Student Benefits for Reinstatement of Sick Leave details.

Distribution of DCP Accumulations

A student employee must be separated from the EDB before they can request a distribution of any retirement funds (DCP) that may have been withheld in accordance with FICA regulations. If a student employee requests a distribution of DCP accumulations, they will need to be made aware that UCOP will not process the disposition should the student become an active UCSC employee again prior to the disposition being processed.

Separation During the Academic Year

If the appointment end date has past, and an employee is represented by only one Human Resource Service Team, it is appropriate to separate the student, even if s/he is still eligible to work on campus. It is also appropriate to process a separation action if it is known that the student has graduated or left the University. When the Human Resource Service Team simply ends an appointment, or the appointment end date has passed, the student will change to "Inactive" status. Any subsequent re-hire action will not be possible without a retroactive separation action by the former Human Resource Service Team home department. If the appointment and/or distribution has "fallen off", a new appointment and/or distribution must be created from history before the student can be separated. An appointment that has a future end date will not become inactive, even if there is no current distribution. Students whose appointment end date has past, or have left the University, should be separated as soon as possible.