

Skaggs School of Pharmacy Pharmaceutical Sciences

Undergraduate Student Information

Eligibility

- In order for a student to be working for the University the student must pay registration fees each quarter working, therefore being a "Registered" Student.
- Students who are not registered are not eligible for "Student" employment with the University
- Students enrolled part time may continue to work under "Student" status.
- **Students who withdraw from enrollment or do not show Registered in the payroll system cannot continue to work as a student.**
- Exception: A student who has paid Spring fees can work through the summer up until the day before Fall class begins.

Benefits

- Undergraduate students are not eligible for University staff benefits.

Salary Scale

Student salary scale on the link below;
<http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,18212,00.html#AIV>

Leaves

- Students should inform the HR Specialist of any extended time away from work (more than 2 weeks) so that appropriate arrangements can be made to collect timesheets and pay the employee in a timely manner.
- Student do not qualify for vacation accrual
- Student do qualify for sick leave accrual depending on their % of effort

Terminating Employment

- Students who are resigning from their position with the SSPPS or UCSD completely should inform their direct supervisor **AND** inform the HR Contact at least 2 weeks prior to their last day.
- A separation appointment must be scheduled at least 72 hours prior to the student's last day of work. This will ensure that a student receives a final paycheck on his or her last day.
- Students will need to bring their final timesheet with their supervisor's signature to the meeting as well as a copy of their resignation letter.
- If the student has been contributing to the Defined Contribution Plan, they will learn of their options to roll over or cash out during the separation appointment

Additional Information

Equity Increase

- In order for a student to receive an equity increase (raise in hourly pay rate) the student's supervisor must send a written request or email the HR Contact. The letter should include the additional or new responsibilities the employee acquired since their hire as well as the new pay rate.
- Supervisors should ensure that their budget will cover the increase in pay.
- Customarily students work for one year before receiving an equity increase unless a student has shown exceptional performance or has a significant increase in responsibilities since their hire.
- Equity Increases customarily range between \$0.50 to \$1.00/ hour.

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Student to Staff

- In order for a student to be eligible to transfer from an undergraduate or graduate student position into a staff limited or career position the student must be currently enrolled as a student and employed in the department for at least 3 consecutive quarters not including summer.
- The student's supervisor must complete an Employment Requisition and prepare an On-Line Job Description and ROUTE the job description to the HR Contact
- The student is responsible for submitting a resume, a Resume Supplement and an Applicant Data Form to the HR Contact

Graduating Students

- Students who plan to graduate should inform the HR Contact immediately at least 2 weeks prior to their graduation date if they plan to leave/ terminate their employment.
- Students who graduate during the school year (fall or winter) cannot continue to work as an undergraduate student past the date of graduation.
- Students who graduate in the spring may work up until the day before the new fall quarter begins.
- **Students who plan to continue working for the University after they have graduated must contact the HR Contact to make the appropriate arrangements**

Students not working during the summer

- A student should always inform the supervisor and HR Contact of his or her return to work date, so that we may update information in the Payroll System.
- Students who do not plan to work during the summer but plan to resume work at the beginning of the new school year should contact the HR Contact so that proper arrangements can be made to terminate employment OR to hold timesheets until the student returns.

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Undergraduate Student			
Step	Process	Administrative Timeframe	Overall Time Frame
1	* HR Contact to send New Student Hire Request Form - the form must be complete by the sponsor requesting to hire a New Student, and sent back to the HR Contact	1-2 days (to submit the form to the PI)	1 week (Depending on how quickly the PI returns the NEW Student Request form)
2	* Post the job on the Port Triton Website - HR Contact reviews the New Student Hire Request form, and posts the ad on the website	1-2 days (to post the ad on the website)	1-3 weeks (Depending on how long the PI wants the ad posted)
3	* Interviews - resumes will be directly submitted to the PI's email, and interviews may take place in person or over the telephone	0 days	1 week (Depending on how long the interviews are conducted)
4	* Job Offer - PI may make the job offer according to the rate and title originally listed on the New Student Hire Form. The title and rate may NOT be changed once the ad has been posted	0 days	1 week (Depending on how quickly the students accept the offer)
5	* Hire Orientation	1-2 days (depending on when the student is available to meet)	Up to 1 week
		~ 2 weeks = administrative process	~ 6 weeks = overall process

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