

## Skaggs School of Pharmacy and 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.

UCSD Undergraduate Student Policy and Guidelines below;  
<http://blink.ucsd.edu/HR/comp-class/classification/students.html>

### Benefits

Undergraduate students are not eligible for University staff benefits.

### Salary Scale

<http://blink.ucsd.edu/HR/comp-class/classification/students.html>

### 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