

Student Employee Payroll Guidelines



The information below applies to student employees working for UCSD Recreation and is meant to assist supervisors in understanding policy and guidelines related to scheduling and timekeeping. Supervisors with specific questions or situations not covered in this guidance should contact Recreation HR for clarification.

Hours Per Week & Overtime

- Students are typically non-exempt (hourly/overtime) employees. The department encourages student employees not to be scheduled over 19.0 hours per week during the academic quarters (Fall/Winter/Spring). We understand that there may be situations where a student is scheduled over this. Please work with the department HR team for guidance on this. *During Summer quarter, students can be scheduled up to 40.0 hours per week. Please keep in mind that overtime (OT) is incurred when the employee's positions exceed 40.0 hours in the work week (Sunday – Saturday).*
- For students that work in other departments/positions, it is the standard for them to stay under 50% FTE total for all positions.
- Overtime (OT) must be pre-approved. Supervisors need to approve overtime in advance of the time being worked and note it on the employees' timecard.
 - **Example:** 9/28/2024 - Approved for Meet the Beach OT.
- OT is calculated at 1.5 x hourly rate for all actual total work hours worked over 40 hours in the work week. Standard Over Time (SOT) is calculated at 1.0 x hourly rate for all hours over 40 if they include holiday and/or sick hours.

International Student specific guidance

- International students fall under the same guidelines above.
- New hires do not need social security to be hired. This will be taken care of during the I9 Section 2 ID verification session.

Unpaid Meal breaks

- When possible, in a standard schedule, shifts should be no longer than 4.5.
- Any employee working a continuous shift of 5 or more hours, a 30-minute unpaid meal break must be built into the work schedule. The 30-minute break should not be built in after the completion of their 5-hour shift.
- Meal Periods. An employee whose total workday is at least five hours will be provided with a meal period of at least 30 minutes unless the employee or operational considerations require the employee to continue working during this period. An employee must be completely relieved from duty during meal periods. Meal periods are neither time worked nor time on pay status.
- A 15-minute break in the shift is not a meal break and should not be taken as such.
- The meal break should be built into the employee scheduling system (When2work, etc.)
- Meal breaks must be taken at or before the 5-hour mark if the employee is scheduled to work more than 5 hours in a day.
- **Scheduling Examples for a student working an 8-hour day:**
 - Employee can work 2 hours, take a 30+ minute unpaid meal break and return to work 6 additional hours

- *Employees can work 4 hours, take a 30+ minute unpaid meal break and return to work after their meal break to work 4 additional hours.*
- *Employees can work 5 hours, take a 30+ minute unpaid meal break and return to work after their meal break to work 3 additional hours.*
- Split shifts (splitting the workday into different shifts so student can attend class or because of business need) accomplishes a meal break if the split shift has at least a 30-minute gap that can serve as a meal break.
 - **Example:** *an employee working 8a-12p, and again from 4p-8p.*
- Employees must include their meal break in their time reporting.
 - **Example:** *if they took a meal break from 2-2:30p, they should enter 8a-2p, 2:30p-4:30p to reflect the unpaid meal break rather than entering 8a-4:30p.*
- Though it should be avoided, if an employee must work through their meal break due to an unexpected business need, they should enter that time as worked in their timecard and will be compensated accordingly with the supervisor's approval and a note from the supervisor on the employees' timecard.
 - **Example:** *9/28/2024 - Worked Triton event and we were short staffed.*

Paid Regular Breaks

- When possible, provide a 15-minute break for each work period of 3 continuous hours or more.
- If a business need does not allow a 15-minute break, staff can work through the 15-minute breaks and are still paid.
- Not to exceed two 15-minute breaks per day in an 8.0 pay period.

Shift Differential

- An evening or night shift differential is paid for all hours of a shift when four (4) hours or more of a shift are worked after 5:00 p.m. and before 8:00 am
- Shift differential applies for students in these title codes; Student 2 (4921), Student 3 (4920), Student 4 (4919).
- Shift differential does not apply to students in instructor title codes (4940 & 4260).
- The shift differential rate is paid at \$.52/hour in addition to the regular hourly pay and shows up as a separate line item on each employee's paystub titled *Evening Shift Differ.*

Leave Accrual

- Student employee positions are not eligible for vacation hours. ([Student Employment Website](#)).
- The University provides sick leave to eligible employees who are on pay status at least one-half of the working hours of a month or Quadri weekly cycle in which it is earned.
- The calculation takes the hours worked from the previous pay period and the pay period that just closed including sick and holiday hours.
- Sick leave is accrued at a rate of .046154 hours of sick leave per hour worked if the employee has met the criteria.
- Leave accrual will automatically be calculated and assigned to the employee by the UCPATH leave balance system.
- UC Path is the official record for student employees to review leave balances, not Ecotime.
- Though students are paid bi-weekly, leaves are accrued on a specific schedule. See the 2024 Biweekly/Monthly sick accrual dates below.
- If a student with accrued sick leave is scheduled for a shift but cannot work due to illness, they can utilize that sick leave.

- Only your actual shift can use sick leave, but it cannot exceed 8.0 hrs a day.
 - **Examples below:**
 - *If a student's shift is 4.0 hrs and the student works 1.0 hr and becomes sick, the student can use 3.0 hrs of sick leave (must have available leave accrued).*
 - *If the student has two 4.0 hr shifts and the student works 4.0 hrs and becomes sick, the student can use 4.0 hrs of sick leave (must have available leave accrued).*
 - *If the student is scheduled to work a split shift of 3.0 hrs and then later 6.0 hrs, the student works the 3.0 hrs and becomes sick, the student can only enter 5.0 of the 6.0 hrs for sick leave (must have available leave accrued). The combined amount cannot exceed 8.0 hrs in a day.*
- 2024 Sick accrual dates:
 - Biweekly
 - 9/14/2024
 - 10/12/2024
 - 11/9/2024
 - 12/7/2024
 - Monthly
 - 9/30/2024
 - 10/31/2024
 - 11/30/2024
 - 12/31/2024

Holiday Pay

- Students who work on holidays- If a student works on a holiday, they receive their regular rate, including any shift differential that may apply. Students working on campus holidays may also be eligible to receive paid holiday time as outlined below.
- Eligible employees who are on pay status at least one-half of the working hours of a month or quadriweekly cycle in which it is earned can receive holiday pay (previous pay period and the pay period that just closed).
- **Example:** *if a student works 6 hours on July 4th from 10a-4p, they will be paid their regular rate for those 6 hours. In addition, if they are eligible for 4 holiday hours, they will also be paid 4 holiday hours in addition for a total of 10 paid hours.*

Cancelled Shifts

- In the event of facility closure or changed operational need, shifts may be cancelled. Supervisors will communicate the cancellation as soon as possible. Cancelled shifts are not paid and should not be reported on a timesheet.