



Supervisor Quick Reference

This guide was designed as a quick reference to topics and resources you may need as a supervisor or manager of student interns. Not finding what you need? Please contact your Account Manager by [email](#) or (916) 278-4994.

How to Post a Job

- Use [UEIjobs](#) - the easy online job posting and applicant tracking system to create and submit your job announcement.
- To post a job, you must have an approved University Enterprises, Inc. (UEI) account number, provided by your Account Manager after you have an executed contract. [Learn More>>](#)
- A User's Manual explaining how to post a job and screen applications is available at [UEIjobs](#).

Applicant Selection and Qualifications

- Applications will be released electronically to you for screening.
- Student applicants must be enrolled and attending classes at least part time. Undergraduate students must carry a minimum of six semester or nine quarter units and graduate students must be enrolled in a graduate studies program and carry four semester or six quarter units.
- The student must submit a [Status Form](#) and a class schedule *each semester or quarter* for continued employment with UEI.

Hiring Process

- Set up and conduct student interviews at your site. Confirm at the time of setting the interview that the person is enrolled at least part-time in a college or university.
- Complete the [Employee Action Authorization \(EAA\) Form](#). Please make sure to add the start date, pay rate, and account number; an authorized representative must sign it.
- Pay rates are established by you based on your contract terms and budget, and should be consistent for all students. Your Account Manager can provide you with a sample pay scale to use as a guideline, if desired.
- Students should complete the employee section and bring the original EAA when they attend orientation. Students must attend orientation on or before their first day of work.

Student Orientation

- Orientations are held on a walk-in basis Monday - Friday, 8:00 am - 3:30 pm at UEI Human Resources located on the third floor of the Hornet Bookstore building on the Sacramento State campus. [View map of orientation location>>](#)
- Students outside the Sacramento area will receive orientation from their worksite supervisors; supervisors will receive orientation materials from California Intern Network. Call Human Resources at (916) 278-7003 to request an orientation packet.
- Advise students to bring the following to orientation:
 - A photo ID
 - Appropriate documentation to complete - [Employment Eligibility Verification I-9 Form](#) Only original documents are accepted.
 - A copy of their current class schedule
 - A voided check to enroll in direct deposit (optional)
 - The completed and signed EAA form, which you'll provide
- Group orientations may be arranged with UEI Human Resources.

Work Hours

- Students can generally work 20 hours per work week (Sunday through Saturday) during the school year and a maximum of 40 hours per week during breaks and summer vacation.
- International students are limited to 20 hours per week during the school year.
- All student intern work hours are monitored and overtime laws apply.

Timesheets

- UEI uses a web-based time and attendance system - [TimeOnline](#).
- Your Account Manager will facilitate setting up employees that will need to approve timesheets. This will happen within 24 hours of your first student hire.
- Supervisors must approve the timesheets before submittal; you may set up two levels of approval, if desired.
- Payroll is processed twice a month. Timesheets are due in UEI Payroll Services on the 1st and 16th of each month. [View the UEI Payroll Calendar>>](#)

Invoicing

- All expenses are billed in arrears.
- Invoices include payroll detail reports showing actual expenses.
- If your contract allocates funding from multiple divisions, departments, and/or billing codes, we will work with you to customize your invoice.
- Invoices are mailed monthly.

Separation from Employment

- The [Separation from Employment Form](#) and the final timesheet must be received by UEI Payroll Services before the last day of work. You may fax the form to (916) 278-7427.
- Call UEI Human Resources at (916) 278-7003 before discharging a student assistant or if you have any employee relations challenges.
- If the student is not available to sign the form, please note it in the signature space on the form and process as usual.

Forms

Additional [tools and resources](#) are available. You may also find answers to questions at [FAQs](#).