

UC Davis Student Hire Procedure

Recruitment of Student Assistant Positions

Time Frame 1-2 months

This form describes the appointment process for student hire. UC student employed in an STDT AST 2, 3, 4 or by Agreement title or a student from outside UC in the working title Special Student Assistant.

Eligibility for STDT AST 2, 3, 4 and by Agreement (Title codes 4919, 4920, 4921, 4926)

- Currently registered UC undergraduate and graduate students who carry at least a half-time course load (6 units). Individuals who are in the concurrent program or on filing fee status are not considered registered students.
- UC students on an approved leave through the Planned Educational Leave Program (PELP).
- UC students who have submitted a Statement of Intent to Register (SIR) form for the following quarter.
- UC Student Assistants may continue an existing appointment for a maximum of one quarter after graduation based on the business needs of the department.

1. The department/PI identifies a need for a student employee and determines whether WorkStudy funds can be used. The department/PI determines the duties, start and end dates, percent of time, working hours, supervisor, and fund source.
 2. The department logs on to the Aggie Job Link website at <http://jobs.ucdavis.edu> (activated link). The Help Desk may be reached at (530) 752-0520.
 3. The department completes an on-line vacancy listing. If Work-Study funds are to be used, the "job type" must be selected.
 4. Student Employment will review the submitted vacancy and if approved will post the job on the Web.
 5. Students access Aggie Job Link at <http://jobs.ucdavis.edu> (activated link). Aggie Job Link lists all off-campus, on-campus, and Work-Study jobs.
 6. The department uses Aggie Job Link to update, re-post, or withdraw jobs.
 7. Students contact the department directly to apply for a job.
 8. The department/PI selects the UC student who can perform the duties of the position most effectively. If there is no qualified UC student, the department may select a non-UC student.
 9. The department verifies that the applicant is a UC student in the student information system (BANNER), or by calling the home campus.
 10. The department makes the job offer. The offer is conditional on successful completion of a background check. The background check must be complete before employment begins.
 11. The applicant accepts the position.
 12. For Work-Study jobs, the department requests the Work-Study Employment Eligibility form from Student Employment at <http://jobs.ucdavis.edu/ucemployersforms.html>. UCD Procedure 3 Exhibit A 2/8/16 4 of 5
 13. The department deactivates the listed position from Aggie Job Link.
 14. **Campus:** The department enters the hire in the payroll/personnel system. Exception: If there is a prerequisite, the department sends the forms to Human Resources Compensation Services.
- UCDHS:** The department contacts the Recruiter to repost job through UCDHS system and complete the hiring process. Both: Put the job number in the comment section. For Work-Study jobs, create one distribution line for Work-Study funds and another for non-Work-Study funds.
15. For Work-Study jobs, the department returns the completed Work-Study Employment Eligibility form to Student Employment. Student Employment enters the award limit in the payroll/personnel system. The department cannot begin paying the student until this is done. The award limit can be viewed in the payroll/personnel system IFNW screen.