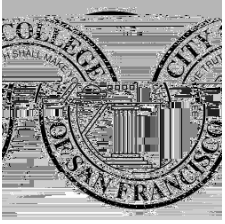




# Office of Student Employment

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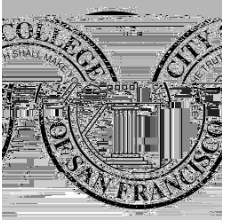
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\*For more information about satisfactory academic progress, please visit this [link](#).

## **TB Requirement**

**Note: Due to the COVID-19 pandemic TB requirement will be temporarily waived for Fall 2021 online or remote positions only. If you do any work in person you will need to meet the TB requirement. This requirement applies even if your position began online or remote but transitions to in-person as COVID restrictions ease.**

The Student Health Services will clear you for hire, in regard to TB screening. For them to do this, you must first read and agree to the release procedure in myRAM, SHEP step#3. TB screening is free for credit enrolled students at Student Health Services (bring your CCSF photo ID with you to your appointment). Or you may schedule a TB appointment with your personal physician and take your results to [Student Health Services](#) for TB clearance.

For TB screening questions or to schedule an appointment with SHS:

Email: [studenthealth@ccsf.edu](mailto:studenthealth@ccsf.edu)

Phone 415-239-3110

Student Health Services HC100

**Note:** Students need to meet various requirements in order to remain employed, including sufficient course enrollment, satisfactory academic progress & TB clearance. Failing to meet these requirements may result in termination. Additionally, student workers must have a social security number for payroll purpose, complete payroll paperwork, and W4 & I9 forms. Students with questions can contact the Office of Student Employment for resources at [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu).



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## Section 2: Hiring Process & Paperwork

### **SHEP Steps to Hire**

The hiring process for on campus student employment is listed below. All student workers **must** complete the Student Hiring Eligibility Process (SHEP) before your first day of employment, SHEP is available in [myRAM](#).

### **Instructions for logging into [myRAM](#) (Web4)**

1. Student Portal
2. Student Employment
3. Choose CURRENT TERM

### **Instructions for completing [SHEP](#) Steps 1-7**

1. Review your personal information.
2. Make sure you meet the enrollment requirement.
3. Tuberculosis (TB) Screening and Clearance
4. CCSF Sexual Harassment Policy
5. Document your employment history with the City and County of San Francisco or with City College
6. Complete payroll-related forms.
7. View the "Eligible for Hire" page to verify you have completed what you can for now. Apply to jobs by using the contact's email address to express your interest.  
*\*CalWORKs students skip step 7, the CalWORKs office will connect students to student employment opportunities*
8. After you been offered an on-campus job complete Form I-9

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be rehired each term and cannot start working until their FWS eligibility is evaluated by the Financial Aid Office.

- x International rehires will need to reauthorize their Form 9 after every semester. To do this you will need two employment authorization letters, one from the Office of International Programs and the second from your employer. Submit your letters to the Office of Student Employment.

## Payroll

**NOTE: Due to the COVID 19 Pandemic we will utilize online forms to process your direct deposit. Our office will automatically send you an online direct deposit form when we receive your job offer letter from your supervisor.**

All CCSF employees are paid through direct deposit. If you do not have a bank account, you can obtain a prepaid card from your local retailer and provide us with your account number for direct deposit. You must have this information on file before hire.

\*\*\*Please visit Student Employment Office, MUB 260, or contact [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu) for access to the direct deposit form.\*\*\*

If you have questions about payroll need verification of employment please contact the Payroll Services [payrollintake@ccsf.edu](mailto:payrollintake@ccsf.edu), 415-425-2241.

## W4 & I9

### Exemptions Definition

- x A tax exemption is the right to exclude all or some income from taxation by federal or states governments. Most taxpayers are entitled to various exemptions to reduce their taxable income, and certain individuals and organizations are completely exempt from paying taxes. Please consult a certified tax professional for tax questions and concerns.
- x Income is subject to Federal and State Income Taxes. Federal Student (FWS) earnings are exempt from FICA taxes.
- x All employees must have a W-4 & DE-4 Employee Withholding Allowance Certificate record on file. State and Federal tax filing status will default to single with one exemption (S-1) after you are a registered employee. Once you are an employee, you can update

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tax information in myRAM. Please consult a certified tax professional for WDE-4 questions and concerns.

**\*\*Note:** International students may only claim the status Single with one exemption. They must also pay an additional withholding tax on a weekly basis.

## Social Security Number

If you misplaced or need to obtain a social security number, please see the resources listed below.

Misplace your social security number

If you already have a Social Security Number, but need a replacement Social Security, you may be eligible to apply for a replacement online.

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## Section 3: Campuswide Policies

### EQUAL EMPLOYMENT OPPORTUNITY

The San Francisco Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ra

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## Americans with Disabilities Act and FEHA

Consistent with its policy on non-discrimination and its legal obligation, the District will comply with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). When necessary, the District makes reasonable accommodations for individuals with disabilities who request an accommodation with the advice of their health care providers. For information and for a copy of the San Francisco Community College Employees' ADA Accommodations Program Brochure contact the Office of Title 5/EEO/ADA Compliance or visit the webpage [http://www.ccsf.edu/Offices/Title\\_5/EEO/ADA\\_Compliance](http://www.ccsf.edu/Offices/Title_5/EEO/ADA_Compliance)

## CCSF Sexual Harassment Policy

The San Francisco Community College District Policy 1.36 Sexual Harassment prohibits all forms of sexual harassment, in accordance with the law. The policy applies to all employees, students, and third parties (such as vendors). The College is committed to a sexual harassment free college. To vJ [4(ndor)] TJ [3(s)]t B p7<</Ty TJ [-10(a)]-0.03] TJ [3(s)].88 0.757 rg 12 0 0i,1ll h B pol

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## Report Policy Violations

Please contact our Office of Student Employment [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu) for any violations of these policies so we are aware of any violations reported and to track the progress of them and help you navigate this process

City College of San Francisco contacts Title 5/EEO/ADA/Title IX Compliance Officer or the Vice Chancellor Student Development Office.

U.S. Department of Education, Office for Civil Rights

Region IX -San Francisco Office: (415) 485-5555

Department of Fair Employment and Housing (state government) [www.dfeh.ca.gov](http://www.dfeh.ca.gov); (800) 884-1684 (within California); (916) 227-7551 (Outside of California); TTY number (800) 700-2320

Equal Employment Opportunity Commission (federal government) (800) 669-4000; TDD number (800) 800-3302



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If students suspect any of their timesheets were not processed properly, resulting in accidental unpaid wages, students must contact both their supervisor and the Office of Student Employment within 30 days of the end of the semester in which the pay period(s) in question occurred.

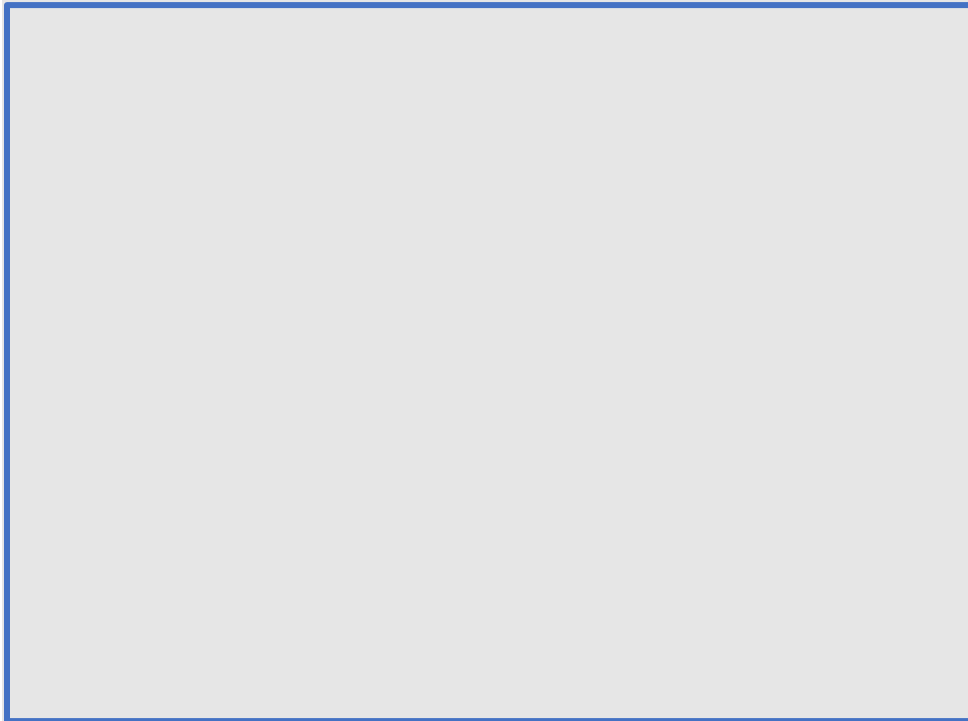
## CalWORKs students Only

In addition to submitting their timesheets on myRAM for their supervisor approval, CalWORKs students will also need to email an electronic copy of their timesheets to the CalWORKs Office for approval.

## Breaks

Student workers are entitled to breaks and sick leave. Please see below for a detailed explanation of both policies.

Figure 1: California Rest Break



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## When and How Can Employees Use Paid Sick Leave?

- x Can start using paid sick leave on the 90th day of employment
- x May use paid sick leave for an existing health condition or preventive care, or for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking
- x May use paid sick leave for employee's own care or care of a specified family member or designated person

<https://sfgov.org/olse/paidsick-leave-ordinance-pslo>

<https://sfgov.org/olse//sites/default/files/PSL%20FAQ%20-%20Posted%2003.19.20.pdf>

## COVID Guidelines for In Person

During the pandemic some programs/departments are being permitted to return to campus on a case-by-case basis following the approval of their Return to Campus plan. If students are permitted to work in-person during the pandemic, supervisors will provide guidelines for maintaining a safe work environment. The Office of Student Employment's #1 priority is the health and safety of our student workers.