

University of California, Riverside  
UCR Revised\* Date: May 2022

### Definition of a UC Student Employee

UC student employment is a means of providing additional financial support to students in pursuit of their educational and career objectives. To be a student employee, one must be enrolled at a UC campus (the minimum number of units varies by campus). The exception is during the quarter and semester following a student’s graduation or in between enrolled quarters/semesters when a student does not need to be enrolled (see below for possible impacts). A location may also allow student employees to take one quarter or semester off and retain their student employment.

The terms and conditions of student positions are governed by the Personnel Policies for Staff Members (PPSM). Student employees are designated as Professional and Support Staff (PSS) with Casual Restricted employee class. Employees may be classified as a UC Student Employee (Employee Class 5 = Casual Restricted) if all of the following considerations are met:

- The employee is a registered undergraduate and graduate student of the University of California (student positions are reserved for registered undergraduate and graduate students).
- The appointment is temporary.
- Work is secondary to the student's academic and student life.
- Work schedules are flexible enough to support the academic priorities of the student and therefore the work hours may be irregular.
- Student assistants normally work less than fifty percent, except for quarter breaks or during the summer, during which time the student may work up to full-time.
- Students may perform jobs that appear to be similar to Staff jobs, however, they should not perform the full range/scope of work that a staff employee performs. The student employee may work under closer supervision, or may not exercise the same level of independence or discretion, or may not perform certain duties or tasks, or may not fully participate in department operational responsibilities, and/or may not have the same level of overall individual responsibility given the sporadic nature of their work schedules.

*Students should coordinate through their location’s financial aid and/or work study offices if they are eligible.*

Click [here](#) for possible impacts on Tax, Benefits, Retirement, Leave, Work Study and Visa.

Employment Scenario	Appropriate Title	Employee Class
<b>Undergraduate Students (incoming, current, on-break, or newly graduated):</b> <ol style="list-style-type: none"> <li>a. Currently registered – minimum of six (6) units</li> <li>b. Taking one quarter or semester off with intent to return</li> <li>c. Working during the summer and planning to re-enroll in the fall</li> </ol>	See Title Specifications below	Casual Restricted

<p>d. Just graduated and staying on for one (1) quarter or semester in an existing position to finish up projects or help with transition/training of new student employees</p> <p>e. Just graduated and working in a student summer program position in Conference Services, Recreation, Family Vacation Center, etc.</p> <p>f. Incoming student starting school in upcoming quarter or semester and working during the quarter prior to starting school</p> <p><b>Note: Job Descriptions are required and retained by departments.</b></p> <p><i>If you have a student with J-1, F1, etc. Visa seeking student employment, please work with your International Students and Scholar's office.</i></p>		
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Below is a full list of University of California student employee job classifications and their specifications. Classifications available to UCR are located within [HRMS Job Code Information](#). Please contact your organizational unit Human Resources Representative for appropriate classification usage. Please note that student intern positions have special eligibility requirements and a [decision matrix](#) is available for your use.

Job Code	Payroll Title	Non-Academic Student Title Specifications
4919 4954	Student 4 Student 4 ANR	Under general supervision, Student 4's perform a variety of complex duties in support of academic research projects; perform clerical, manual, advising, and/or public contact duties that require the use of specialized skills, and may, in addition, coordinate the work of a group of lower level Students. The Student 4 class is distinguished from the Student 3 class by the greater degree of complexity involved in research and related assignments, more frequent use of specialized skills, and/or the responsibility for coordinating the work of a larger group of Students. Payment for hours worked must equal at least current minimum wage.
4920 4955	Student 3 Student 3 ANR	Under general supervision, Student 3's perform a variety of skilled duties in support of academic research projects, student advising and contact with the public; perform clerical and manual duties that involve limited use of specialized skills; and may, in addition, coordinate the work of a group of lower level Students. The Student 3 class is distinguished from the Student 2 class by the greater use of specialized skills and/or the responsibility for coordinating the work of one or more groups of Students. Payment for hours worked must equal at least current minimum wage.
4921 4956	Student 2 Student 2 ANR	Under supervision, Student 2's perform a variety of clerical and/or manual related duties that are usually semi-skilled in nature and do not require extensive skill, training, or experience. The Student 2 class is distinguished from the Student 1 class in that the duties assigned at the Student 1 level are unskilled in nature and usually allow incumbents time for such activities as studying and reading. Payment for hours worked must equal at least current minimum wage.
4922	Student 1	Under close supervision, Student 1's perform a variety of unskilled clerical and/or manual related duties. The nature of duties assigned at this level may provide incumbents with free time for such activities as studying and reading. Incumbents may be required to have a general knowledge of the areas to which they are assigned. Payment for hours worked must equal at least current minimum wage.

4918	Student Camp Program Offsite (exempt) BYA	To be used for students that are working at offsite camp; where they are staying with campers overnight. (e.g., UCLA Lake Arrowhead Summer Camp Counselors). Requires that camp be a separate establishment under DOL Regulations. <i>Use requires HR review and approval.</i>
4948	Student Camp Program Onsite (non-exempt)	To be used for students working as camp counselors for on-campus programs. Payment for hours worked must equal at least current minimum wage.
4928	Student Artist or Performer BYA	To be used for students performing at theatre productions, musical recitals, or similar type work. They receive nominal payment that is allowed only for services and expenses. Compensation is paid as a flat dollar amount through UCPATH additional pay.
4930	Student Clinical	To be used for students working in labs or clinics. Payment for hours worked must equal at least current minimum wage.
4932	Student Events	To be used for students working as ushers, event staff, or similar type work. Payment for hours worked must equal at least current minimum wage.
4934	Student Information Technology	To be used for students performing help-desk duties, web page design/programming, programming, network maintenance, etc. Payment for hours worked must equal at least current minimum wage
4936	Student Intramural Sports 1	To be used for students serving as intramural sports coaches, officials, supervisors, scorekeepers, or functioning in similar roles. Payment for hours worked must equal at least current minimum wage
4261	Student Intramural Sports 2	To be used for students with certification requirement serving as intramural sports coaches, officials, supervisors, scorekeepers, or functioning in similar roles. Payment for hours worked must equal at least current minimum wage
4938	Student Peer Counselor	To be used for students working for a peer counseling program; coaching and advising students, providing academic assistance to other students in an established program. Payment for hours worked must equal at least current minimum wage
4940	Student Recreation 1	To be used for students facilitating, teaching, leading recreation activities such as swimming instructors, lifeguards, sports/fitness trainers, exercise assistant/trainer, etc. Payment for hours worked must equal at least current minimum wage.
4260	Student Recreation 2	To be used for students with certification requirement that are facilitating, teaching, leading recreation activities such as swimming instructors, lifeguards, sports/fitness trainers, exercise assistant/trainer, etc. Payment for hours worked must equal at least current minimum wage.
4942	Student Researcher	To be used for undergraduate students who are working under supervision of faculty performing research work. Approval from the Graduate Division is required for use by graduate students. Payment for hours worked must equal at least current minimum wage.
4740	Student Intern	To be used for students in paid internship positions; these are for UC students. Paid internships must meet minimum wage requirements.  <i>Unpaid Student Intern - Unpaid student internships are for UC students who primarily receive training for their own educational benefit and must meet all seven of the Department of Labor (DOL) internship criteria (see criteria at <a href="http://www.dol.gov/whd/regs/compliance/whdfs71.pdf">http://www.dol.gov/whd/regs/compliance/whdfs71.pdf</a> )</i>  <i>-Unpaid Interns do NOT need to be put into UCPATH unless they need access to certain campus systems, in which case they should be input as Contingent Workers.</i>  Payment for hours worked must equal at least current minimum wage.

*Purple shared rows do not have minimum wage requirement.*

## Special Student Situations

Job Code	Payroll Title	Employment Scenario	Employee Class Type
4000	Student Aid Outside Agency	<p>To be used for students working for an eligible outside agency (usually non-profit), which in turn reimburses the University for their portion of the work-study program. This is virtually a pay vehicle for the non-profit agencies. If the agency at which the student is working has fewer than 25 employees, their minimum wage may be different from that of UC.</p> <p><i>As a best practice, there should be an agreement between the location and third party related to responsibilities regarding these employees. If you are employing student employees that work for third party, you should work closely with campus counsel on obligations related to minimum wage, wage and hours, etc.</i></p>	Casual Restricted
4329	Appointed Official, Student Activities BYA	To be used for students appointed to and serving official time on a Board or Student Activity committee (i.e. Chairperson of the Programming Board, Director of Activities Fairs, Pep Band Director, etc.). They receive nominal payment that is allowed only for services and expenses. Compensation is paid as a flat dollar amount through UCPath additional pay.	Casual Restricted
4331	Elected Officer, Student Government BYA	To be used for students elected to and serving official time on a Board or Student Activity committee (i.e. Chairperson of the Programming Board, Director of Activities Fairs, Pep Band Director, etc.). They receive nominal payment that is allowed only for services and expenses. Compensation is paid as a flat dollar amount through UCPath additional pay.	Casual Restricted
9920	Student Volunteer BYA	<p>To be used for students who are volunteering but they receive nominal payment that is allowed only for services and expenses:</p> <ul style="list-style-type: none"> <li>a. Volunteering</li> <li>b. Notetaking for other students through Disabled Students Program</li> </ul>	Casual Restricted

		<p>Compensation is paid as a flat dollar amount through UCPath additional pay.</p> <p>Hourly paid student volunteers should be placed into another student title.</p> <p><i>Unpaid student volunteers do NOT need to be put into UCPath unless access to certain UC systems are required, in which case they should be set up as a contingent worker. Bringing on unpaid volunteers requires compliance with local campus volunteer guidelines.</i></p>	
4946	Student Residence Hall Lead	<p>To be used for students live-in or not live-in housing; who work daily with students in a lead capacity on an individual or group basis in a residence unit. Payment for hours worked must equal at least current minimum wage.</p> <p><i>If you hire someone that is not a UC Student, you would use a Non-UC Student Titles or 4570 Resident Advisor 2</i></p>	Casual Restricted
4944	Student Residence Hall	<p>To be used for students live-in or not live-in housing; who work daily with students on an individual or group basis in a residence unit. Payment for hours worked must equal at least current minimum wage</p> <p><i>If you hire someone that is not a UC Student you would use a Non-UC Student Titles or 4570 Resident Advisor 2</i></p>	Casual Restricted
5286	Student Residence Hall Lead BYA	<p>To be used for students live-in or not live-in housing; who work daily with students in a lead capacity on an individual or group basis in a residence unit. They receive nominal payment that is allowed only for services and expenses. Compensation is paid as a flat dollar amount through UCPath additional pay and reflects deductions for room and board.</p> <p><i>If you hire someone that is not a UC Student you would use a Non-UC Student Title or 4570 Resident Advisor 2</i></p>	Casual Restricted
5287	Student Residence Hall BYA	<p>To be used for students live-in or not live-in housing; who work daily with students on an individual or group basis in a residence unit. They receive nominal payment that is allowed only for services and expense. Compensation is paid as a flat dollar amount through UCPath additional pay and reflects deductions for room and board.</p> <p><i>If you hire someone that is not a UC Student you would use a Non-UC Student Title or 4570 Resident Advisor 2</i></p>	Casual Restricted

5211	Firefighter Student Resident Senior	To be used for students that protect life, property, and the environment by preparing for and performing the assigned duties of student resident firefighter. Duties also include participating in the department's training program, preparing for and conducting student resident firefighter training sessions, assisting the shift officer with supervision of student resident firefighters, and assisting with fire prevention and public education assignments. Supervision includes scheduling of shift & non-shift work, data entry into the national fire reporting system & staffing system, and sending out communication. Payment for hours worked must equal at least current minimum wage.	Casual Restricted
5212	Firefighter Student Resident	To be used for students that protect life, property, and the environment by preparing for and performing the assigned duties of student resident firefighter. Duties also include participating in the department's training program, assisting with fire prevention (including responding to emergencies), participating in staffing events, providing EMT coverage and public education assignments. Payment for hours worked must equal at least current minimum wage.	Casual Restricted
4926	Spc Stdt BYA	(UCB) UCB uses to grant building access.	Casual Restricted
4412	AmeriCorp Member	(UCB and UCR ONLY) <ul style="list-style-type: none"> <li>a. UCB uses for Grizzlie Corps Program (employees are per diem).</li> <li>b. UCR uses for mentoring in K-6 schools and after school community centers (employees are casual restricted, BYA).</li> </ul> <p>AmeriCorps is a network of national service programs, made up of three (3) primary programs that each take a different approach to improving lives and fostering civic engagement. Members commit their time to address critical community needs like increasing academic achievement, mentoring youth, fighting poverty, sustaining national parks, preparing for disasters, and more.</p>	Depends

*Purple shared rows do not have minimum wage requirement.*

Link to IRS FICA Student Exemption Bulletin:

[http://www.irs.gov/irb/2005-02\\_IRB/ar16.html](http://www.irs.gov/irb/2005-02_IRB/ar16.html)

Link to HEERA Definition of Student:

[http://www.leginfo.legislature.ca.gov/faces/codes\\_displayexpandedbranch.xhtml?tocCode=GOV&division=4.&title=1.&part=&chapter=12.&article](http://www.leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=GOV&division=4.&title=1.&part=&chapter=12.&article)

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[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180SB201](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB201)

Bill Analysis

[https://leginfo.legislature.ca.gov/faces/billAnalysisClient.xhtml?bill\\_id=201720180SB201](https://leginfo.legislature.ca.gov/faces/billAnalysisClient.xhtml?bill_id=201720180SB201)