

**LIBRARY POLICIES FOR STUDENT EMPLOYEES**

Library work can be quite complex, so we ask for at least a two-quarter commitment once you begin working for the Library. Job hours for students can vary between 10 and 19 hours per week; however, 19 hours per week is the maximum for any student position during the academic year.

Students may be expected to work during intersessions, summers, evenings, weekends, and finals week. The Library will schedule you around your finals. However, you are still expected to work during that week.

Students are hired at the starting salary for each classification level.

Effective February 2006, students employed by the University must meet the following criteria to maintain their exemption from contributing to the Defined Contribution Plan (DCP). DCP is a retirement savings and investment plan (DCP contributions are in lieu of FICA deductions/Social Security taxes):

1. Students must be enrolled “at least half time” (which has been determined to be 6 units).
2. Students cannot be full-time employees: the interpretation of full-time employee is a student who is appointed to work 80% or more.

**NOTE: Student employees will be exempt during intersessions and breaks. A student employed during the summer session will be subject to withholdings unless the student is taking the minimum number of units required by the University.**

**For more information regarding the Defined Contribution Plan (DCP), Safe Harbor Participants, (if you leave UC Employment, Beneficiary Information, etc.), please refer to *Your Guide to Understanding your Program, Information for Safe Harbor Participants*, <https://ucnet.universityofcalifornia.edu/forms/pdf/retirement-savings-program-information-for-safe-harbor-participants.pdf>**

**WORKSTUDY:**

If you have been awarded Work-Study funding and you are applying your Work-Study funding to your Library employment, you must notify your supervisor as soon as possible. The UCLA Work-Study program allows you to work up to twenty (20) hours per week. **However, the maximum number of hours you may work in the Library is 19 hours per week.**

If you drop below half-time enrollment (6 units for undergraduates and graduates) or withdraw from the University, your Work-Study funding will be terminated immediately.

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**You are eligible for one fifteen-minute break for each work period of 3 continuous hours or more, not to exceed two rest periods per day. Such rest periods are considered time worked. If you are scheduled to work 6 continuous hours or more, you are required to take a ½ hour lunch break that is unpaid.**

**If you are sick or will be late, call your supervisor immediately.**

**If you work 4 or more hours after 5:00 pm, you will receive a shift differential. This amount will be added to your regular hourly wage for all hours worked that shift.**

## UCPath Time Reporting System (TRS) and Pay Schedule Information:



Library student employees use the **UCPath Time Reporting System (TRS)** to report time worked. TRS is web-based and can be accessed 24 hours a day, 7 days a week. Employees can use any internet accessible device to logon to TRS (computer, smartphone, tablet, etc.).

**Employees must submit biweekly timesheets via TRS by timesheet submission deadlines in order to be paid in a timely manner.** Employees should refer to the TRS Payday Calendar for timesheet submission deadlines.

- Access the Time Reporting System (TRS) link, <https://uctrs.it.ucla.edu/>
- Student employees should login using their UCLA Logon [aka Bruin OnLine (BOL)] and password, and select UCLA as their campus.
- If student employees do not know their UCLA Logon or need to reset their password, they should contact the Bruin OnLine (BOL) Telephone Technical Support at 310-267-4357.
- **Students are required to enter time worked on TRS timesheets on a daily basis.**
- TRS Pay Day Calendar (timesheet submission deadlines), <https://ucla.app.box.com/v/ucpath-trs-emp-supv-sched>

### Paycheck Information

Student employees are paid every other Wednesday. If you feel an error was made on your paycheck, please contact your supervisor immediately to resolve the discrepancy. All paychecks are processed through the UCPath Center. You will receive your first paycheck 2-4 weeks after you have started working.

Students have the option of having their paychecks directly deposited into their checking or savings account or mailed to their permanent address on file with the University via the U.S. Postal Service.

**Student employees are strongly encouraged to sign up for direct deposit. Sign up for Direct Deposit via the UCPath Portal once you have been notified by your supervisor that your paperwork has been processed and you have access to the UCPath Time Reporting System (TRS).**

### UCPath Portal

Access the **UCPath Portal**, self-service portal to:

- View your paycheck
- Update your personal information
- View and print your W-2
- View your benefits
- View your vacation and sick leave balances
- View, change or add a direct deposit
- Update your W-4
- Verify your employment

### Accessing the UCPath Portal

You must use your **Single Sign-On (SSO)** to access the UCPath Portal. **Multi-Factor Authentication (MFA) via the DUO application** is also required. **The UCLA Logon ID is the SSO for all UCLA employees.**

If you are unable to logon, please contact BruinOnline at [consult@ucla.edu](mailto:consult@ucla.edu) or phone **(310) 267-HELP (4357)**

Additionally, for your security, when you first log into the UCPath Portal, you will be prompted to verify your identity by providing your **birth date and the last four (4) digits of your social security number** and then you will be prompted to set up **five (5) security questions**. You will only need to complete this process one time. You will be prompted to answer one of your security questions when you access pages within the UCPath Portal with sensitive personal information (e.g., viewing your paycheck).

If you have any questions, please contact Library Human Resources at (310) 825-7947.

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