UNDERSTANDING STUDENT POSITIONS AND STUDENT TASK PROFILES
Objectives

• Understand how student positions are set up and the impact
• Understand when and how to use a student task profile
What is a Position?

- All employees are required to be hired into a position.
- Positions are identified by numbers
- Example of a position number: 00022334

**WHAT’S THE DIFFERENCE?**

**CWID · POSITION · JOB CODE**

**CWID:** Identifies the employee

**Position:** Identifies the “seat” the employee sits in

**Job Code:** Identifies the job classification
Student Position Attributes

- Multi Headcount
- Reports To
- Job Code
- Reporting Unit
- Temporary
- Part-Time
- Department ID
- Default Funding

- Unique position number for every Department ID and Job Code combination
Impact of Position Set Up

How a position is set up drives...

- Where the check is distributed to...
- Where funding will hit...
- Where they physically work...
- Who the person reports to...
- What the job classification is...
Student Job Codes

- 1150 – Instructional Student Assistant
- 1151 – Instructional Student Assistant OCWS
- 1868 – Student Non-Resident Alien Tax
- 1869 – Resident Assistant
- 1870 – Student Assistant
- 1871 – Student Trainee, On-Campus Work Study
- 1872 – Student Trainee, Off-Campus Work Study
- 1874 – Bridge Student Assistant
- 1875 – Bridge Student Trainee, On-Campus Work Study
- 1876 – Bridge Student Trainee, Off-Campus Work Study
Student Funding Overview

Funding is driven by position set up. All student positions are set up with default funding. Default funding will always post student dollars to the Hiring Department’s General Funds.

What does this mean?

All student employees in a single position are funded the same way thru the hiring department’s General funds

What if I have another funding source?

You have the ability to override default funding.
How to Override Student Funding

- Override default funding by utilizing a Student Task Profile

- What is this and how does it work?
  - A Student Task Profile is used to override default funding and are keyed in during Rapid Time Entry
  - They must be requested and set up in advance so they are available during Rapid Time Entry
  - If you select a task profile, funds will hit the combo code tied to the task profile and not default position funding
  - Student task profiles are used to charge to a different department, fund, class or program – NOT for account codes.
Default funding hits hiring department’s general funds.

To override this combo code, a student task profile must be selected and the corresponding combo code is where the salary dollars will post.
Rapid Time Entry

- To fund a student in a position differently than thru General funds, you **MUST** select a Student Task Profile during Rapid Time Entry.
- Funding will distribute to the exact combo code tied to the task profile selected.
Non-IRA Student Task Profile

- All Task Profiles will begin with the five digit department ID.
- Following the department ID there will be two letters indicating what type of position it is:
  - SA – Student Assistant
  - FW – Federal Work-study
- A two digit number to distinguish between multiple Student Task Profiles for the same department and category.
  - 10147SA–01 (10147-THEFD--5274-601303)
  - 10147FW–01 (10147-THEFD--5274-602001)
  - 10147SA–02 (10018-THEFD---601303)
  - 10147SA–03 (10147-TAD01-601303)
IRA Student Task Profiles

- All task profiles which are for IRA will be created only at the request of Associated Students, based on approved funds.
- All Task Profiles will begin with the five-digit department ID.
- Following the department ID there will be three letters indicating salaries will be auto-billed to IRA funds:
  - IRA – Auto Bill to Associated Students
- Funds will always hit department 10021, fund TLD02, program 7997 and account 601303.
- Funds will always hit a class code which is based on the Associated Students internal program code; this will ensure the correct program is charged on the ASI side:
  - 10147IRA01 (10021-TLD02-3351-7997-601303)
Who Requests a Task Profile?

I want my students to fund from a different class, program or fund….
What to I do?

- You can request a new student task profile
- Complete the form and route for approvals
- Be sure to select the task profile each month

I have money from ASI which I need to have auto billed….
What to I do?

- ASI will create a student task profile and inform you what it is
- Be sure to select the task profile each month
Guidelines

- The Student Task Profile must be selected during Rapid Time Entry each month when you would like to override default funding.
- Please be sure the Timekeeper responsible for Rapid Time Entry is aware and educated on keying in the Student Task Profile.
- You must use an SA task profile for student workers and a FW for Federal Work Study.

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Dept</th>
<th>Task Profile</th>
<th>Description</th>
<th>Combo Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>10002</td>
<td>Academic Advisement</td>
<td>10002SA-01</td>
<td>Acad Advisement Support Svcs</td>
<td>10002-B-5211-601303</td>
</tr>
<tr>
<td>10049</td>
<td>Ctr for Internships &amp; Cmnty Eng</td>
<td>10049FW-01</td>
<td>ARC Asst Coordinator</td>
<td>10049-G-9804-601303</td>
</tr>
</tbody>
</table>

- Funding will distribute to the exact combo code tied to the task profile selected.
- Task Profile must be set up in advance AND must be selected each month.
- If not selected, a Payroll Expenditure Transfer must be completed.
Contacts

For further information about student positions, feel free to contact anyone below.

- Gwen Hooks, CMS Position Management (Student Position Setup)
- Marilou Encina, CMS Student Worker SME (Student Processing)
- Suchi Patel, CMS Business Analyst (Student Task Profiles)
- Myra Galaviz, Federal Work Study
- Jeannie Mollenauer, IRA Program Administrator
- Your Division Finance Coordinator or College Budget Coordinator
Where to find resources?

**List of Student Task Profiles**

The form can be found by logging on to Titan Online and following the path below.

Titan Online > Finance > FIS Resources > Student Task List

**Student Task Profile Form**

The form can be found by logging on to Titan Online and following the path below.

Titan Online > My Workplace > eForms – Human Resources > Payroll > Department Summary Forms > Student Task Profile Action
Thank You