TO: Students Employed as Hourly Assistants, Legal Assistants, or Teaching Assistants

FROM: Office of Financial Aid

SUBJECT: Employment Guidelines

There are three hiring options here at SLS – hourly assistant, legal assistant, teaching assistant.

For each of these positions, a Student Hire Request form must be completed in its entirety for proper processing to occur. Please note that the form must be signed by the faculty member supervising your appointment. If you are being hired as a Teaching Assistant, the faculty member hiring you must have received authorization for the hire from the Associate Dean for Curriculum or the Associate Dean for Admissions and Financial Aid. Once approved and signed, paperwork should be returned to our office for processing. Paperwork should be submitted at least three business days before the quarterly due dates (see next page) in order to process for timely payroll due dates and to receive the University health insurance subsidy should you meet the minimum requirements.

Please review the 2023-2024 legal assistantship and teaching assistantship rates. The tuition allowance will be applied directly to your student account. Hourly employees will NOT receive any tuition allowance. You should request an automatic direct deposit via Axess for your paycheck, in which case your payments will be viewable online under the Employee Center Tab. Legal assistantships and hourly appointments may begin on the first day of each quarter and corresponding salary payments are normally available on the 7th and 22nd of each month. Teaching assistantship pay schedules are set by the University and your official term of employment is as follows:

Fall (October 1 through December 31)
Winter (January 1 through March 31)
Spring (April 1 through June 30)

Salaries are subject to federal and California income tax withholding. Tuition support is not subject to withholding taxes. Note also that SLS policies prohibit students from working more than 20 hours per week.

Teaching assistants are not required to enter work hours in Axess. The process to get paid is automated once you are officially hired.

Legal assistants are required to enter work hours in Axess Timecard in order to receive salary payments. Axess Timecard does not allow the entry of hours from previous pay periods. Therefore, your submissions must be current and entry must occur each period. Be mindful of the “approved hours” deadline dates as well as the availability of your payment is based on timely submission of the appropriate documentation. You should also be aware that we will not be checking with your faculty supervisor to see that you are meeting your weekly time commitments. Rather, at the end of each quarter we will tally up the number of hours submitted and compare that figure with the total number of hours required of you in the appointment. Note that your total hour commitment for each position must be met by the end of the quarter. If the required hours have not been met, your tuition remission will either be reduced accordingly or cancelled in its entirety.

Hourly employees are also required to enter work hours in Axess Timecard. Follow the same guidelines noted above for legal assistantships.
If you are receiving financial aid, please be advised that the tuition allowance from your assistantship will reduce the amount of money you are eligible to borrow. Typically, your Federal Grad Plus loan or private loan will be affected by adjusting the disbursement to the appropriate (lower) amount.

Based on our 6-hour or 8-hour assistantships, you may be eligible for a partial Cardinal Care health subsidy of $1188 for the quarter in which you hold the appointment provided your paperwork has been completely approved and processed by the following dates so plan accordingly in order to take advantage of this benefit.

Fall Quarter: 10/14/2023
Winter Quarter: 1/12/2024
Spring Quarter: 4/13/2024

**Note for Legal Assistants who are Graduating**
If you are graduating in a quarter that you are employed, you must complete your work prior to your graduation date. Your student employee record will be closed once you graduate.