Student Assistant Resources

On-Boarding Program Materials:

- "Working at the UCSB Library" Training Module (15-20 mins)
- Library Student Employee Handbook (~10 mins)
- "Working at the UCSB Library" Review Exercise (~5 mins)

Additional Training:

- Customer/Patron Service
  - "Be Here: Providing Service in the Library" Training Module (<10 mins)
  - "Be Here..." Training Review Exercise (~5 mins)
- Book Preservation & Collection Care
  - "Book Preservation..." Training Module (10-15 mins)
  - "Book Preservation..." Training Review Exercise (~5 mins)
- UC Learning Center
  - Sexual Harassment
  - Cyber Security
  - Safety Rights and Responsibilities

Learning Opportunities:

- Monday Online Digest for Employees (mODE)
- Lynda.com
- Student Employee Learning & Growth Request Program (see forms and documents)

Forms and Documents:

- Evaluation Form / Evaluation Matrix
- Student Employee Separation Form
- Student Employment Life Cycle
- Student Employee Learning & Growth Request Form
  - Announcement Email and FAQ
  - Supervisor Guidelines

Pay:

- Pay-stubs & At Your Service Online
  - Legacy Data for those employed before 10/01/2018
- UCPath
  - View Pay Stubs and W2s
  - Set up/change direct deposit
  - Enter/change personal information
- UCSB Library Student Employee Pay Scale
- Kronos
  - Transfer Code Procedures - Computer
  - Transfer Code Procedures - Timeclock (box)
  - Work Study Transfer Code Cheat Sheet

Communication and Feedback:

- Electronic Suggestion Box
• Survey Results
  • 2017 Student Employee Survey/Handout
  • 2018 Student Employee Survey/Handout
• UCPath Announcement

Campus Resources
• Counselling and Psychological Services (CAPS)
• Food Security
  • AS Food Bank
  • Miramar Food Pantry
  • Meal Voucher Program - Announcement Email
• Disabled Students Program (DSP)
• Financial Crisis Response Team