Student Assistant Resources

Information:
- Student Health
- UCSB Covid-19 Information Page
- Requirements to Return to Work On-Site
- HR Guidelines for Student Employment during COVID-19

Remote Employment:
- UCSB Temporary Remote Work Agreement - COVID-19
- Employee Agreement - University Purchased Equipment
- Cybersecurity Checklist for Telecommuting & Remote Work
- Home Office Safety Checklist

Testing
- Appointments are available through the UCSB Testing Patient Portal:
  - Clinics at Loma Pelona Center and Calaveras Lounge
- Recommended Covid-19 Asymptomatic Campus Testing Program for Faculty, Staff, and Research Community
- Recommended Covid-19 Asymptomatic Undergraduate Student Testing Program

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

- 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
  - Recording

  Slideshow

Handouts:
- Guidelines for Dealing with Difficult People
- Behavior is Communication
- Composure in the Midst of Chaos

- Monday Online Digest for Employees (mODE)
- LinkedIn Learning
- Student Employee Learning & Growth Request Program (see forms and documents)
- **Evaluation Form / Evaluation Matrix**
- **Student Employment Life Cycle**
- **Student Employee Learning & Growth Request Form** (PowerForm)
  - Announcement Email and FAQ
  - Supervisor Guidelines
- **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)
- **Electronic Suggestion Box**
- **Survey Results**
  - 2017 Student Employee Survey/Handout
  - 2018 Student Employee Survey/Handout
  - 2019 Student Assistant Survey/Handout
- **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**
- **Worker's Compensation**