 Academic Personnel & Operations

 Office of Human Resources

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summer Student Employee FAQs

1. **Where do I get the *Hourly Student Employee Summer Form* for a student I plan to hire during Summer?**
* Visit the [HR Toolkit](https://www.csun.edu/hr/hr-toolkit) page on the Human Resources Website.
1. **Can I change my student’s salary for the Summer?**
* *Only if the job is different during the Summer. Please refer to* [*Student Assistant / Federal Work-Study Compensation Plan*](http://www.csun.edu/careers/student-assistant-compensation-plan)*. Please note departments must hire student(s) back for Fall semester at the correct salary.*

1. **There are students on my list who haven’t worked lately as well as students that will not be working during Summer. What should I do?**
* *HR will terminate all active 1870 students with an effective date of the first day in the June pay period. If the student is an ISA (1150/1152), or an NCS (1868), the department must terminate by student position. If student(s) return for Fall, hiring departments must process the re-hire.*
1. **Can I hire a student who officially graduates this Spring?**
* *Only if the student is continuing in the Fall semester as graduate student and the hiring department has confirmed the student’s acceptance into the graduate program.*
1. **Does enrollment through the Tseng College count towards summer hiring, FICA Tax Exemption?**
* Only if the program through Tseng College is towards a matriculating CSUN degree.
1. **My student assistant graduates in May, but is starting an MA program through Tseng College. Can I keep him/her hired as a student beyond the end of the semester?**
* Only if the program through Tseng College is towards a matriculating CSUN degree.
1. **My student just enrolled in Session 3, can I correct the job code from 1874 to 1870?**
* No. A student’s summer status will not change mid-summer.
1. **How does my student request a refund of PST monies?**
* Provide this link to your student : <https://www.savingsplusnow.com/pst/plans/whats_pst.html>
1. **How do I transition an active Work Study student (job code 1871) to Student Assistant (1870) and Taxable Student Assistant (1874) during Summer employment?**
* All Work Study jobs (1871) will be terminated as of May 15th by HR. You can decide when you want to hire (or rehire if an 1870 job already exist in the same department). For example, it would be common for the hiring department to hire/rehire as 1870 effective the following day if he/she continues working through end of semester. If the student plans to attend Fall semester and is enrolled in less than ½ time this summer, or not enrolled, then hire as 1874 effective the first day of June pay period. As of first day of August pay period, you may rehire as 1870. Rehire as 1871 must be effective the first day of August pay period and Work Study authorization is required.
1. **When the student is filling out the summer employment form, do we need approval to hire them BEFORE they fill it out, or does this form serve as an approval request?**
* Having the student complete a summer employment form does not represent an offer of employment. It is suggested that you obtain information on your summer student hiring budget as early as possible.
1. **Our student assistant will be graduating this summer. He wants to work this summer at CSUN but he is taking his last two classes at a community college. Which status for summer employment should he check off?**
* Summer enrollment is limited to CSU, Northridge students with an exception of enrollment through Tseng College only if the program is towards a matriculating CSUN degree. Otherwise, student cannot work beyond the end of the semester in a student classification. Status 3 should be checked off as appropriate.
* If the “Graduating” student is taking a final course at CSUN during the summer, then they are considered a continuing student.
1. **When is our department receiving the Hourly Student Employee Summer Forms from HR?**
* You can access the *Hourly Student Employee Summer Form* directly from the HR website.
1. **What is the first day a new student can begin working?**
	* New students can begin working the first day of the August pay period. A new student is defined as newly admitted to CSUN (freshman or transfer). A new student must complete the sign-in process with HR on or before the first day of employment.

1. **I am going to hire my current 1874 Taxable Student Assistant as a Work Study student starting August 1st. Will the student’s hours worked for the month of August be paid from WS award? If so, can the student continue working 40 hours per week until school starts?**
	* Continuing Work Study (WS) students must have met certain conditions as part of their WS Award. These include completion of FAFSA, meeting satisfactory academic progress and meet Pell Grant eligibility. As a rule of thumb, hiring departments should obtain confirmation of the student’s WS award prior to hiring (or rehiring) into a WS Job Code. Hours reported under WS job code will be from his/her award. The student can continue working 40 hours per week until start of the academic calendar.
2. **I have a student who is taking 6 units in summer Session 3, will they be able to work 40 hours before their session starts?**
	* Summer enrollment is cumulative. Therefore, max hours would be 20 per week based on 6 unit enrollment.