

# Human Resources

## Summer 2016 Student Employee Hiring & Processing Guide

Presented by The Office of Human Resources

Thursday, May 5, 2016  
OV16

Available On-Line at:  
[http://www-  
adm.n.csun.edu/ohrs/academic/index.htm](http://www-admn.csun.edu/ohrs/academic/index.htm)

According to IRS Tax Code, Exemption from Medicare and Retirement is tied to enrollment.

To be exempt, a CSUN student must be enrolled at least half-time.

- For Undergraduate Students, half-time means 6 units
  - To maintain FICA exemption through Summer, 2016 a student must enroll in a cumulative total of 6 units during all of Summer 2016.
- For Graduate Students, half-time means 4 units.
  - To maintain FICA exemption through Summer 2016, a Graduate Student must enroll in a cumulative total of 4 units during all of Summer, 2016.
- A Student Assistant who is eligible for the FICA exemption is restricted to working 20 hours per week.
- A Student Assistant who is not eligible for the FICA exemption may work up to 40 hours per week.\*

If for Summer 2016, a student:

- a) Does not enroll,
- b) Enrolls in a cumulative total of less than 6 (undergraduate) or 4 (graduate) units, or
- c) Drops or falls below the half-time thresholds,

They:

- a) Must be terminated from their current 1870 job code and hired for summer into an 1874 job code.
- b) Will be enrolled in the Part-Time/Seasonal/Temporary (PST) Retirement Plan and their June & July pre-tax gross earnings will be assessed as follows:
  - a. 7.5% will be deducted and contributed to their PST Account.
  - b. 1.45% Medicare tax.
- c) Will have their tax coding changed by HR if continuing in an 1150 or 1152 job code for summer.

**Summer 2016 Department Process:**

All students working in Summer 2016 must complete and submit an “Hourly Student Employee Summer Form” to the department, indicating their Summer Term Status.

Summer Term Status CHECK ONE STATUS ONLY	FICA Tax Exempt	Allowable Job Code	Max Work Hrs/Week
<b>Status 1</b> <input type="checkbox"/> ➤ Enrolled Spring and Planning to Attend Fall ➤ Enrolled <b>less than ½ time</b> this Summer, <b>or</b> ➤ Not Enrolled Summer	No <i>(JC 1868 - no tax change)</i>	1874 – Taxable Student Assistant 1868 – Non Resident Alien Student Assistant 1150 – Instructional Student Assistant (ISA)* 1152 – ISA, Off-Campus*	40 / 20* if enrollment ≥ 1 Unit
<b>Status 2</b> <input type="checkbox"/> ➤ Enrolled Spring and Planning to Attend Fall ➤ Enrolled <b>½ time or more</b> this Summer	Yes	1870 – Student Assistant 1868 – Non Resident Alien Student Assistant 1150 - Instructional Student Assistant (ISA) 1152 – ISA, Off-Campus	20
<b>Status 3</b> <input type="checkbox"/> ➤ Enrolled Spring, Graduated or Not Attending Fall ➤ Not Enrolled Summer	N/A	Not Eligible to work as a student employee past last day of Spring semester.	N/A

A department is to use the student completed “Hourly Student Employee Summer” forms and transact the necessary processing of 1874, 1868, 1150, and 1152 Summer appointments directly in PeopleSoft by COB, Wednesday, May 25, 2016. The form is maintained in the hiring department.

If the student employee is scheduled to continue in the 1870 job code, the department must send the completed and authorized “Hourly Student Employee Summer Form” to HR Operations (mail code 8229) by COB Wednesday, May 25, 2016 for Human Resources to exclude the student from the termination process.

- On June 1, 2016, Human Resources will terminate all 1870 jobs with an effective date of 5/31/2016.
- Please ensure that all Time & Labor attendance and absence data has been entered by COB 6/3/2016.

ISAs, SAs and NRAs are processed through online positive pay (Weekly Elapsed Time Module), and paid on a mid-monthly basis. Time and Attendance should be keyed according to the Time and Labor Deadlines on the University Payroll Calendar.

**Pay Period:**

05/01/2016 – 05/31/2016  
 06/01/2016 – 06/30/2016  
 07/01/2016 – 08/01/2016  
 08/02/2016 – 08/31/2016

**Payroll Date:**

Wednesday, June 15, 2016  
 Friday, July 15, 2016  
 Monday, August 15, 2016  
 Thursday, September 15, 2016

May 5, 2016

Dear Student,

Attached you will find an Hourly Student Employee Summer Form for you to complete and return to your current or summer employer department.

Please complete the Summer Form and return it to your department Timekeeper by Wednesday, May 13, 2016. This form will be used to assess your interest in working and your plans to enroll at CSUN during Summer 2016. In addition, if the department determines to hire you for the Summer based on their needs, the Status Form will be used to process your appointment.

As a student employee, we want to advise you that under certain conditions, you may not be eligible for the student FICA exemption. Specifically, if you are employed in a student classification but:

- a) are not enrolled during the Summer,
- b) enroll for a cumulative total of less than 6 units if you are an Undergraduate student, or 4 units if you are a Graduate student, during all of Summer 2016; or,
- c) drop or fall below these half-time thresholds during the Summer,

you will not be eligible for FICA exemption per Internal Revenue Service Code section 3121 (b)(10).

As a result, 1.45% of your gross earnings would automatically be deducted for Medicare Tax. In addition, you will automatically be enrolled in the Part-Time/Seasonal/Temporary (PST) Retirement Plan and be required to contribute 7.5% of your pre-tax gross pay each applicable pay period. If you are already a member in the California Public Employees' Retirement System (CalPERS), you will not be required to participate in the PST Retirement Program.

The funds deposited into the Part-Time/Seasonal/Temporary (PST) Retirement Plan are fully vested upon enrollment; you are entitled to 100% of your account 90 days after you separate from service. The PST program is a qualified 457 plan under the Internal Revenue Service Code and is administered by Savings Plus. For additional information including designating a beneficiary and obtaining access to your funds, please visit the PST website at: <https://www.savingsplusnow.com/>

Please note, if you do qualify for the student FICA exemption, you are limited to working up to 20 hours per week throughout your Summer appointment.

Consult with your supervisor/manager to determine if you are a self-reporter. If you are a self-reporter, report time worked on the online timesheet. If you have more than one student job, ensure that you enter and record your time against the appropriate job record/position. If you are not a self-reporter, submit your paper timesheet to your department Timekeeper or Coordinator. Consult with your department to obtain time reporting and timesheet submission deadlines as the dates may vary by department.

If you have additional questions or need assistance in completing the Summer Student Employee Status Form, please contact your Timekeeper. If your class load or enrollment plans change, please contact your supervisor immediately.

Thank you.

Payroll Administration

## Hourly Student Employee Summer Form

**Instructions:** Use this form to document Student Employee enrollment and eligibility for summer appointments. New student employees must complete the sign-in process in Human Resources on or before the first day of employment.

### I. STUDENT INFORMATION:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ CSUN ID: \_\_\_\_\_

Please check the appropriate Status box and sign below based on the Summer Term Status and the number of units you will be enrolled. Students enrolled cumulatively at ½ time (6 units Undergraduate; 4 units Graduate) or more are eligible to be FICA tax exempt. Student employees not exempted will be automatically enrolled in the Part-Time/Seasonal/Temporary (PST) Retirement Plan resulting in pre-tax gross earnings to be assessed as follows (excludes Job Code 1868):

- 7.5% of **June and July** gross earnings will be deducted and contributed to the PST Account.
- 1.45% of gross earnings representing Medicare tax during **June and July**.

Inform your supervisor if your class load or plans change.

Summer Term Status CHECK ONE STATUS ONLY	FICA Tax Exempt	Allowable Job Code	Max Work Hrs/Week
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I will be enrolled as indicated in the Status above. I understand that if my enrollment units or status changes, it could affect my eligibility to work and/or my eligibility to be exempt from retirement and (FICA) Medicare deductions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### II. Department Use Only:

- The Department will transact the necessary processing of 1874, 1868, 1150, and 1152 Summer appointments directly in PeopleSoft by COB, Wednesday, May 25, 2016. The form is maintained in the hiring department.**
- If the student is currently in an 1870 Job Code and is eligible to remain in an 1870 Job Code for the summer, the Department will send this form to HR Operations, MC 8229 by Wednesday, May 25, 2016 for processing.**

Department Name:				Department ID:	
Effective Date:		Appointment End Date:		Job Code:	
Hire / Re-Hire:		Comment:			
Hourly Rate \$ xx.xx:	\$				
Prepared By:				Extension:	

### III. Human Resources Use Only - Summer 2016 Student Employee Processing & Audit

Enrollment Units		Comment				
Action/ Reason		Effective Date		PIMS Tran Code		Effective Date
Job Code		Appt Duration		Appt End Date		Retirement Code
HR/Ops Init.		HR/Ops Input Date		HR/Ops Audit		HR/Ops Audit Date