HR: Student Assistant Summer 2018 Hiring & Processing Workshop

Sponsored by The Tseng College
Presented by: The Office of Human Resources & The Office of Faculty Affairs

Friday, May 4, 2018
10:00 a.m. – 12:00 p.m.
Extended University Room 101
Agenda:

• Welcome
• Overview
• The Hourly Student Employee Summer Form
• Eligibility for Student Employment
• Hiring New Students
• Time and Labor Exceptions
• Who to contact
• Q & A
How do FICA Exemptions affect students during the Summer?

• Tax exemption from Medicare and Retirement depends on student's summer enrollment
  • FICA Exempt students must be enrolled:
    • at least half-time during the Summer
      • 6 units – undergraduate
      • 4 units – graduate
    • Can only work up to 20 hours per week
Summer 2018 Process - Overview

Part-Time, Seasonal, Temporary (PST) Retirement Plan

- June & July pre-tax gross earnings
  - 7.5% contributed to PST plan
  - 1.45% Medicare Tax

- May be withdrawn 90 days after complete separation
- June Pay Period: 5/31/2018 – 6/30/2018
- July Pay Period: 7/1/2018 – 7/31/2018
Summer 2018 Process - Overview

Which students aren’t FICA exempt (taxable)?

• If a student:
  • Does not enroll in any Summer Session
  • Enrolls less than half-time:
    • 6 units (undergraduate)
    • 4 units (graduate)

• Non-exempt students can work up to 40 hours per week
Summer 2018 Process - Overview

The department will:

• Have students complete and submit “Hourly Student Employee Summer Form” to indicate Summer status
  • Keep forms in hiring department!

• Complete transactions by **May 24, 2018** for:
  • 1874 – Taxable Student Assistant
  • 1868 – Non Resident Alien Student Assistant
  • 1150 – Instructional Student Assistant
  • 1152 – ISA, Off-Campus
Summer 2018 Process - Overview

The department will:

- Reference Managers Workbench for a list of all active Hourly Student Assistants and Instructional Student Assistants
- Hire 1870 Student Assistants into 1874 job code
  - Notify HR if pooled position number for 1874 Job Code does not exist
- Terminate Students not working in summer
  - HR will terminate all Student Assistants on June 4, 2018
Summer 2018 Process - Overview

International Students

• Non-Citizen Status Students remain as 1868!
  • Can work 40 hours per week if not enrolled
  • Up to 20 hours if enrolled
  • Must be enrolled full-time in Spring and Fall
  • Must have a valid Work Authorization
Summer 2018 Process - Overview

Instructional Student Assistants (ISA)

• 1150 and 1152 job codes will not change!
• A new 1150 appointment (DTA/APT) must be entered
• HR will change retirement coding for June and July
Summer 2018 Process - Overview

Work-Study Students

• All Work-Study jobs will be terminated as of May 15, 2018
• There is no Work Study allocated for summer
Summer 2018 Process - Overview

Students with Special Roles

• MUST be hired into another student job ON THE SAME DAY as the termination!
• If not, special roles are lost!

• Note: The effective date of the “new” job does not have to be the same as the termination
  • Hire and Term must be done on same action date
Summer 2018 Process - Overview

What about students who are FICA exempt?

- Will keep 1870 job code
- Complete “Hourly Student Employee Summer Form”
- Send completed form to HR by **May 24, 2018**
  - Meet deadline so HR will exclude the student from termination process
- Enter all Time & Labor attendance and absence data by **June 1, 2018**
Summer 2018 Eligibility

You have to be a student to be a student worker!

• During the Summer term:
  • May work as long as they did not graduate in Spring and are enrolled for Fall
# Hourly Student Employee Summer Form

<table>
<thead>
<tr>
<th>Summer Term Status</th>
<th>FICA Tax Exempt</th>
<th>Allowable Job Code</th>
<th>Max Work Hrs/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrolled Spring and Planning to</td>
<td>No (JC 1868 -</td>
<td>1874 – Taxable Student Assistant&lt;br&gt;1868 – Student Non Citizen Status&lt;br&gt;1150</td>
<td>40 / 20* if</td>
</tr>
<tr>
<td>Attend Fall</td>
<td>no tax change)</td>
<td>– Instructional Student Assistant (ISA)<em>&lt;br&gt;1152 – ISA, Off-Campus</em></td>
<td>enrollment ≥ 1 Unit</td>
</tr>
<tr>
<td>Enrolled less than ½ time this</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer, or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Enrolled Summer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Status 2</strong></td>
<td>Yes</td>
<td>1870 – Student Assistant&lt;br&gt;1868 – Student Non Citizen Status&lt;br&gt;1150 - Instructional</td>
<td>20</td>
</tr>
<tr>
<td>Enrolled Spring and Planning to</td>
<td></td>
<td>Student Assistant (ISA)&lt;br&gt;1152 – ISA, Off-Campus</td>
<td></td>
</tr>
<tr>
<td>Attend Fall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrolled ½ time or more this</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Status 3</strong></td>
<td>N/A</td>
<td>Not Eligible to work as a student employee past last day of Spring Semester.</td>
<td>N/A</td>
</tr>
<tr>
<td>Enrolled Spring, Graduated or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Attending Fall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Enrolled Summer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: ____________________________

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**Student Enrollment and Acknowledgement Section**

The Student must select **one status only** and return form to you by **Friday, May 11, 2018**
Hourly Student Employee Summer Form

II. Department Use Only:

- The Department will transact the necessary processing of 1874, 1868, 1150, and 1152 Summer appointments directly in PeopleSoft by COB, Thursday, May 24, 2018. 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 Thursday, May 24, 2018 for processing.

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Department ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td></td>
</tr>
<tr>
<td>Hire / Re-Hire:</td>
<td>Appointment End Date:</td>
</tr>
<tr>
<td>Hourly Rate $ xx.xx:</td>
<td>$</td>
</tr>
<tr>
<td>Prepared By:</td>
<td>Comment:</td>
</tr>
</tbody>
</table>

III. Human Resources Use Only - Summer 2018 Student Employee Processing & Audit

<table>
<thead>
<tr>
<th>Enrollment Units</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action/Reason</td>
<td>Effective Date</td>
</tr>
<tr>
<td>Job Code</td>
<td>Appt Duration</td>
</tr>
<tr>
<td>HR/Ops Init.</td>
<td>HR/Ops Input Date</td>
</tr>
<tr>
<td>PIMS Tran Code</td>
<td>Appt End Date</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Retirement Code</td>
</tr>
<tr>
<td>TM</td>
<td>N/A</td>
</tr>
<tr>
<td>HR/Ops Audit</td>
<td>HR/Ops Audit Date</td>
</tr>
<tr>
<td>HR/Ops Audit Date</td>
<td></td>
</tr>
</tbody>
</table>
Status 1

- Your student is enrolled in the Spring, and plans to attend in the Fall.

- They are also enrolled less than half-time this Summer, or not enrolled at all.

What do you do?
Summer Status 1: Not Enrolled or less than half-time

May 26, 2018 – May 30, 2018:

• No change in Job code.
• Can work 40 hours per week.
Summer Status 1: Not Enrolled or less than half-time

May 31, 2018 – July 31, 2018:

- Hire or Rehire to job code 1874.
- Can work 40 hours per week.

Summer Status 1: Not Enrolled or less than half-time

August 1, 2018:

- Hire or Rehire to job code 1870 or 1871
- Can work 40 hours per week through 8/21/18.
Status 2

- Your student is enrolled in the Spring, and plans to attend in the Fall.

- They are enrolled half-time or more this summer.

*What do you do?*
Summer Status 2: Enrolled more than half-time

May 26, 2018 – May 30, 2018:

- No change in Job code.
- Can work 40 hours per week.
Summer Status 2: Enrolled more than half-time

May 31, 2018:

- No change in job code.
- Can work 20 hours through 7/31/18
Summer Status 2: Enrolled more than half-time

August 1, 2018:

- No change in job code.
- Can work 40 hours until 8/21/18, ONLY if not enrolled in Sessions 1 or 3.
Status 3

- Your student is enrolled in the Spring, and is Graduating or **not** attending in the Fall.
- They are **not** enrolled this summer.

*What do you do?*
Summer Status 3: Not enrolled Summer or Fall

May 25, 2018:
- Last day eligible to work as student

May 26, 2018:
- Student must be separated. Dept. can explore hiring options in different job code.
Eligibility for Student Employment

You have to be a student to be a student worker!

• How about when you hire students back in the Fall?
  – Student Assistants = $\frac{1}{2}$ Time or more
  – ISAs, TAs, and GAs = 1 Unit or more
  – Non Citizen Status Student (1868) – Full Time
Student Enrollment Eligibility

Query
- How to run the Student Employment Eligibility Audit Type
  - Guide is on the HR Managers’ and Facilitators Toolkit
    - Under Student Assistant Employment
  - Frequency of report should be monthly prior to the start of new pay period

Analysis
- Captures student employees with active appointments and shows their eligibility for employment
- Based on academic enrollment

Action
- If not enrolled, student cannot work in student classification
- Adding or dropping classes can change eligibility
- For questions contact your HR Operations Representative
Hiring New Students

- Students who aren’t starting at CSUN until Fall are **NOT** eligible to work in Summer.
  - First day is **August 1, 2018**
  - MUST be hired to appropriate job code
- Prior to starting work, New Students **MUST**:
  - Complete and clear a Background check
  - Sign in at Human Resources on 1st day of employment
Time and Labor Exceptions

Monitoring Student Hours

- In June and July, ISAs (1150/1152) and certain non-citizen status Students (1868) classifications are allowed to work more than 20 hrs/wk (Sun – Sat)
- With the exception of Taxable Student Asst (1874) jobs, the timesheet message, “Student Hours Exceed 20” will be generated for all students who report more than 20 hrs/week.

- For Students who can work up to 40 hours based on summer academic load:
  - Post the comment “40-hr Eligible” after reviewing the record.
  - Campus representatives must review and approve timesheet messages or correct hours, as appropriate.
Hourly Student Employees
Processing & Payroll Dates, 2018

Student Assistants and Instructional Student Assistants:

- For Summer, 2018 - Hired based on Hourly Student Employee Summer Form
- Paid on a mid monthly basis
- Processed through online positive pay/ Timesheet

Pay Period:       Hourly Pay Date:
05/01/2018 – 05/30/2018    Friday, June 15
05/31/2018 – 06/30/2018    Friday, July 13
07/01/2018 – 07/31/2018    Wednesday, August 15
08/01/2018 – 08/31/2018    Friday, September 14

Have Students return Status Forms to you by **Friday, May 11, 2018**

1. Enter transactions as soon as the student starts work but no later than May 24, 2018
2. Forms to HR must be received not later than **Thursday, May 24, 2018**
Monthly Student Employees Processing & Payroll Dates, 2018

Teaching Associates- Summer Term (2324) and Graduate Assistants – Monthly (2325):

- For Summer, 2018 - Hired and separated via PAR form
- Paid on a monthly basis

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Submit PAR</th>
<th>Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 &amp; 2</td>
<td>Tuesday, May 8, 2018</td>
<td>Wednesday, May 30, 2018</td>
</tr>
<tr>
<td>Session 3</td>
<td>Tuesday, July 5, 2018</td>
<td>Tuesday, July 31, 2018</td>
</tr>
</tbody>
</table>

*May 30th pay warrant will represent two days of pay (May 29-30th).

Contact your HR Operations Representative with any questions.
<table>
<thead>
<tr>
<th>Dates</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 11th, 2018</td>
<td>Students return Summer Status Forms to hiring department</td>
</tr>
<tr>
<td>May 16th, 2018</td>
<td>Work-Study students will be separated by HR</td>
</tr>
<tr>
<td>May 24th, 2018</td>
<td>Departments enter transactions per Hourly Student Employee Summer Form</td>
</tr>
<tr>
<td>May 25th, 2018</td>
<td>Last day Graduating students can work</td>
</tr>
<tr>
<td>June 1st, 2018</td>
<td>Deadline for entering all Time &amp; Labor attendance and absence data</td>
</tr>
<tr>
<td>June 4th, 2018</td>
<td>HR will mass separate all 1870s</td>
</tr>
<tr>
<td>August 1st, 2018</td>
<td>Hire students from 1874 → 1870</td>
</tr>
<tr>
<td>August 4th, 2018</td>
<td>HR will mass separate all 1874s</td>
</tr>
<tr>
<td>August 22nd, 2018</td>
<td>First day of 2018 Fall Semester</td>
</tr>
</tbody>
</table>
Summer FAQs

• How do I get an Hourly Student Employee Summer Form for a Student I plan to Hire for Summer?

• Can I change the Student’s Salary?

• There are students on my list who haven’t worked lately. What should I do?

• Can I hire a student who officially graduates this Spring?

• Does enrollment through the Tseng College count towards summer hiring, FICA Tax Exemption?

• My student assistant graduates in May, but is starting a MA program through Tseng College. Can I keep him hired as a student beyond 05/26/18?
Summer Processing Contacts

• Questions about completing the forms, or regarding Tax Exemption eligibility
  ❖ Your HR Operations Technician

• Questions about Student Assistants (1870) eligibility to work:
  ❖ Lynn Marks, Human Resources Ext: 2290

• Questions about R11’s (ISA, TA, & GA) eligibility to work:
  ❖ Faculty Affairs Ext: 2962
Questions?