HR: Summer 2019
Student Hiring & Processing Workshop

Presented by:
The Office of Human Resources

Wednesday, May 8, 2019
10:00 a.m. – 12:00 p.m.
Via Zoom Webinar
Summer 2019
Student Employment
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
Who am I?

Erick Cuevas

• HR Operations Technician
• Full-time Staff since 2016
• Works primarily with 2 colleges
  • College of Social & Behavioral Sciences
  • David Nazarian College of Business & Economics
• It’s very nice to meet you!
Summer 2019 Process - Overview

It’s all about the enrollment!

• Tax deductions on Medicare and Retirement depends on student's summer enrollment

• To be exempt from these taxes, students must be enrolled at CSUN:
  • at least half-time during the Summer
    • 6 units – undergraduate
    • 4 units – graduate
  • Can only work up to 20 hours per week
Summer 2019 Process - Overview

What actions do I take for students who are enrolled at half time or more?

- Complete “Hourly Student Employee Summer Form”
  - Will keep 1870 job code
- Send completed form to HR by May 23, 2019
  - HR will exclude student from mass separation
- Self-Reporters can enter time up until May 30
- Timekeepers can enter all Time & Labor attendance and absence data by June 3, 2019
Summer 2019 Process - Overview

The Office of Human Resources will:

• Separate **all** 1870 Student Assistants on **May 30, 2019**
  • Summer Form is the only way HR will know to exclude students!
Summer 2019 Process - Overview

Which Student Assistants would be subject to Taxes?

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

• Hire under 1874 – Taxable Student Assistant
  • Use effective date: 05/31/2019
  • Use End Date: 07/30/2019
  • Students can work up to 40 hours per week
Summer 2019 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- May be withdrawn 90 days after complete separation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: 5/31/2019 – 6/30/2019
  - July Pay Period: 7/1/2019 – 7/30/2019
Summer 2019 Process - Overview

The department will:

• Have students complete and submit “Hourly Student Employee Summer Form” to indicate Summer status
  • Retain forms – don’t send to HR!
• Hire your 1870 Student Assistants into 1874 job code
  • Notify HR if pooled position number for 1874 Job Code does not exist
• Have all this done by May 30th
Summer 2019 Process - Overview

The Office of Human Resources will:

- Separate all 1870 Student Assistants on May 30, 2019
- If there is no active 1874 job when mass separation occurs, student will lose all access!
Summer 2019 Process - Overview

International Students

• Non-Citizen Status Students remain as 1868!
  • Must have a valid Work Authorization
  • Must be enrolled full-time in Spring and Fall
  • Verify that your students have a valid appointment if they are continuing through the Summer

• Summer Enrollment rules - just like 1870s
  • 20 hours max if enrolled half-time or more in Summer
  • Up to 40 hrs if not enrolled in Summer, or under half-time
Summer 2019 Process - Overview

Instructional Student Assistants (ISA)

- 1150 and 1152 job codes will not change!
- Verify that your students have a valid appointment if they are continuing through the Summer
- Once this is done, HR will change retirement coding as appropriate
Summer 2019 Process - Overview

Work-Study Students

• Departments will:
  • Report all hours for Work-Study students
  • **Deadline: May 16, 2019**
  • Approvers will have until the 17th to approve
  • Hire students in appropriate job code if continuing through May & beyond

• Human Resources will:
  • Mass separate all Work-Study student positions after deadline
  • There is **no** Work-Study allocated for summer
Summer 2019 Process - Overview

Students with Special Roles

• Examples: access to Financials, Advisement info
• MUST be hired into another student job
  ON THE SAME DAY as the termination!
  • If not, special roles are lost!
Summer 2019 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

## Student Enrollment and Acknowledgement Section

The Student must select **one status only** and return form to you as soon as possible.

<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>
</table>
| **Status 1**       | No (JC 1868 - no tax change) | 1874 – Taxable Student Assistant  
1868 – Student Non Citizen Status  
1150 – Instructional Student Assistant (ISA)*  
1152 – ISA, Off-Campus* | 40 / 20* if enrollment ≥ 1 Unit |
| **Status 2**       | Yes             | 1870 – Student Assistant  
1868 – Student Non Citizen Status  
1150 - Instructional Student Assistant (ISA)  
1152 – ISA, Off-Campus | 20 |
| **Status 3**       | N/A             | Not Eligible to work as a student employee past last day of Spring Semester. | N/A |

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: ___________________________
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 23, 2019. 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 23, 2019 for processing.

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

III. Human Resources Use Only - Summer 2019 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>
</tbody>
</table>
• 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 25, 2019 – May 30, 2019:

- No change in Job code.
- Can work full-time during this period.

May 31 = June pay period!
Summer Status 1: Not Enrolled or less than half-time

May 31, 2019 – July 30, 2019:

- Appointment begins as 1874.
- Can work full-time during this period.
- Last day for 1874 is July 30th.
July 31, 2019:

- Hire or Rehire back to job code 1870 or 1871
- Can work full-time through 8/20/19.

Summer Status 1: Not Enrolled or less than half-time
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 25, 2019 – May 30, 2019:

- No change in Job code.
- Can work full-time during this period.

May 31 = June pay period!
Summer Status 2: Enrolled more than half-time

May 31, 2019:

- No change in job code.
- Can work up to 20 hours through 7/30/19
July 31, 2019:

- No change in job code.
- 20 hour max per week rule applies
- If enrolled in Session 2 only, student can work full-time until 8/20/19
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 24, 2019:
• Last day eligible to work as student. Will be picked up by mass separation process run by HR.
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?
  – 1870 Student Assistants = ½ 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
Time and Labor

Tips for Submitting Time in Summer

• In May (05/01/19 – 05/30/19):
  • Timekeeper might need to enter time by “Day” view option
    • Might be greyed out if you select “Week” or “Time Period”
  • No 1874 hours in May pay period!

![Example of timesheet interface showing view options and data entry fields for May 2019]
Time and Labor

Tips for Submitting Time in Summer

• In June (05/31/19 – 06/30/19):
  • Please **do not** report June hours until all your students have been hired in the appropriate job code.

• In July (07/01/19 – 07/30/19):
  • Last day for Self-Reporters to enter time for 1874 is July 30
  • 1874 Mass Separation process will be July 31
  • Students will not have access to timesheet past this date
  • Timekeeper still has time by Time Entry deadline even if record is terminated
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.
Hiring New Students

- Students who are not starting at CSUN until Fall are **NOT** eligible to work in Summer.
  - First day is **July 31, 2019**
  - MUST be hired to appropriate job code
- Prior to starting work, New Students **MUST**:  
  - Sign in at Human Resources on 1st day of employment
Student Assistant Mentorship Program (StAMP)

- https://www.csun.edu/development/stamp
- StAMP Handbook
  - General guidelines and advice
    - Etiquette
    - Personal Presentation
    - Professional Development
- Mentorship Evaluation Forms
  - Self-evaluations
  - Self-check ins
  - Mentorship completion forms
Hourly Student Employees Processing & Payroll Dates, 2019

Student Assistants and Instructional Student Assistants:

- For Summer, 2019 - Hired based Hourly Student Employee Summer Form
- Paid on a mid monthly basis
- Processed through online positive pay/ Timesheet

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Period Dates</th>
<th>Hourly Pay Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>05/01/2019 – 05/30/2019</td>
<td>Friday, June 14</td>
</tr>
<tr>
<td>June</td>
<td>05/31/2019 – 06/30/2019</td>
<td>Monday, July 15</td>
</tr>
<tr>
<td>July</td>
<td>07/01/2019 – 07/30/2019</td>
<td>Thursday, August 15</td>
</tr>
<tr>
<td>August</td>
<td>07/31/2019 – 08/29/2019</td>
<td>Friday, September 13</td>
</tr>
</tbody>
</table>

Have Students return Status Forms to you as soon as possible
Enter transactions as soon as the student starts work
Forms to HR must be received no later than Thursday, May 23, 2019
Monthly Student Employees
Processing & Payroll Dates, 2019

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

- For Summer, 2019 - Hired and separated via PAR form
- Paid on a monthly basis, reflected on Master Payroll

<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 7, 2019</td>
<td>Thursday, May 30, 2019</td>
</tr>
<tr>
<td>Session 3</td>
<td>Monday, July 8, 2019</td>
<td>Tuesday, July 30, 2019</td>
</tr>
</tbody>
</table>

*M May 30th pay warrant will represent 3 days of pay (May 28-30th).
Contact your HR Operations Representative with any questions
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 them hired as a student beyond 05/24/19?
Summer Processing Contacts

- **Questions on completing the forms, or hiring students:**
  - Your HR Operations Technician

- **Questions on Student eligibility to work:**
  - Lynn Marks, Human Resources Ext: 2290

- **Questions on Entering Time for Summer:**
  - Your HR Payroll Technician

- **Questions about R11’s (ISA, TA, & GA) eligibility to work:**
  - Faculty Affairs Ext: 2962
Summer Processing Contacts

- If you have questions on Summer Faculty in general:
  - Faculty Affairs Ext. 2962
  - Consult our Academic Personnel section of HR Toolkit for guides, documents, deadlines
Questions?