HR: Summer 2020
Student Processing Workshop

Presented by:
The Office of Human Resources

Thursday, May 7, 2020
10:00 a.m. – 12:00 p.m.
Via Zoom Webinar
Summer 2020
Student Employment
AGENDA

- Welcome
- Overview
- The Hourly Student Employee Summer Form
- Eligibility for Student Employment
- New Students
- Time and Labor Exceptions
- Who to contact
- Q & A
Before we begin...

Thank you all so much for your hard work during these trying and difficult times. We will make it through this together.
First things First - Hiring Slowdown

- Per campus directive, there will be a “hiring slowdown” across students, staff and faculty during the COVID-19 pandemic.
What will this mean for Student Hiring?

• Per campus directive, no student employee will be paid beyond **May 22, 2020** without an approval from the President’s Office.
  • Therefore, all student employee jobs will be terminated effective 5/22/20.
  • All hours must be entered **before** the mass termination process run on June 3rd, 2020.
  • Once President’s approval is received, **only then** can the student employee remain active for summer or be hired/rehired for Summer Session via the Student Module.
Approval Requests

• Approval requests should **NOT** go to the President's Office, they need to go to the divisional leadership
  • i.e., Deans office, VPs etc.
• There is no “approval form”.
• Please consult with divisional area for approval process.
• All approvals will come to Mika Williamson, who will forward to HR Ops to note as an exception from mass separation list.
That being said… enrollment still plays a factor!

- 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 2020 Process - Overview

Effects of Enrollment on Student Assistants

• Summer enrollment will determine a Student Assistants’ position.
  • If enrolled half-time or more, they will remain as 1870.
  • If enrolled under half-time, then hire under 1874.

• Considering census isn’t until mid-June at the earliest, how do you figure out enrollment as of now?
# 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. **DO NOT SEND THESE FORMS TO HR! FOR INTERNAL PROCESSING ONLY**

<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 □**  
- Enrolled Spring and Planning to Attend Fall  
- Enrolled *less than ½ time* this Summer, or  
- Not Enrolled Summer | 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 □**  
- Enrolled Spring and Planning to Attend Fall  
- Enrolled *½ time or more* this Summer | Yes | 1870 – Student Assistant  
1868 – Student Non Citizen Status  
1150 – Instructional Student Assistant (ISA)  
1152 – ISA, Off-Campus | 20 |
| **Status 3 □**  
- 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 |

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: ____________________________
Summer 2020 Process - Overview

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

• Once President’s Office approval is received:
  • Student completes & submits Summer Form*
  • Will remain active as 1870 job code
• Timekeepers can enter all Time & Labor attendance and absence data by June 2, 2020

*Do NOT send Summer Form to HR, for internal processing only!
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: 06/01/2020
  - Use End Date: 07/30/2020
  - Students can work up to 40 hours per week
Summer 2020 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: 6/01/2020 – 6/30/2020
- July Pay Period: 7/1/2020 – 7/30/2020
Summer 2020 Process - Overview

The department will:

- 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
Summer 2020 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 2020 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 2020 Process - Overview

Work-Study Students

• Departments will:
  • Report all hours for Work-Study students
  • **Deadline: May 15, 2020**
  • Approvers will have until the 19th to approve
  • Hire students in appropriate job code if continuing through May & beyond

• Human Resources will:
  • Mass separate all Work-Study student positions
  • There is no Work-Study allocated for summer
Summer 2020 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
  • Graduating seniors: as long as they are enrolled in a graduate program for Fall, they can continue working
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
How to check Student Enrollment

Student Enrollment Eligibility Query

- 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 (05/01/20 – 05/31/20):
  • 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!
Time and Labor

Tips for Submitting Time in Summer

• In June (06/01/20 – 06/30/20):
  • Please do not report June hours until all your students have been hired in the appropriate job code.

• In July (07/01/20 – 07/30/20):
  • Last day for Self-Reporters to enter time for 1874 is July 30
  • 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.
  - No word as of yet on work past the Summer Session
  - First day of August pay period: **July 31, 2020**
  - MUST be hired to appropriate job code
- Prior to starting work, New Students **MUST**:
  - Reach out to HR Customer Service to schedule sign-in completion
  - Sign in at Human Resources on or before 1st day of employment
Hourly Student Employees
Processing & Payroll Dates, 2020

Student Assistants and Instructional Student Assistants:
• For Summer, 2020 - Hired based Hourly Student Employee Summer Form
• Paid on a mid monthly basis
• Processed through online positive pay/ Timesheet

| Pay Period | Pay Period Dates       | Hourly Pay Dates
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>May</td>
<td>05/01/2020 – 05/31/2020</td>
<td>Monday, June 15</td>
</tr>
<tr>
<td>June</td>
<td>06/01/2020 – 06/30/2020</td>
<td>Wednesday, July 15</td>
</tr>
<tr>
<td>July</td>
<td>07/01/2020 – 07/30/2020</td>
<td>Friday, August 14</td>
</tr>
<tr>
<td>August</td>
<td>07/31/2020 – 08/31/2020</td>
<td>Monday, September 15</td>
</tr>
</tbody>
</table>

Have Students return Status Forms to you as soon as possible
Enter transactions as soon as the student starts work
Monthly Student Employees Processing & Payroll Dates, 2020

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

- For Summer, 2020 - Hired and separated via PAR form
- Paid on a monthly basis, reflected on Master Payroll

*May 29th pay warrant will represent 4 days of pay (May 26-29th).

**TAs and GAs who worked in Spring will not be mass termed May 22, will be handled normally to ensure all residual monies issue in accordance with AY Pay Distribution

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Submit PAR (soft deadline)</th>
<th>Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 &amp; 2</td>
<td>Thursday, May 7, 2020</td>
<td>Friday, May 29, 2020</td>
</tr>
<tr>
<td>Session 3</td>
<td>Monday, July 8, 2020</td>
<td>Tuesday, July 30, 2020</td>
</tr>
</tbody>
</table>

*May 29th pay warrant will represent 4 days of pay (May 26-29th).
**TAs and GAs who worked in Spring will not be mass termed May 22, will be handled normally to ensure all residual monies issue in accordance with AY Pay Distribution
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?