

 Hourly Student Employee Summer Form

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**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.

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| **Summer Term Status** **CHECK ONE STATUS ONLY** | **FICA Tax Exempt** | **Allowable Job Code** | **Max Work Hrs/Week** |
| **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 Assistant1868 – Student Non Citizen Status1150 – 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 Assistant1868 – Student Non Citizen Status1150 - 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. Department Use Only:**

* The Department will **transact the necessary processing of 1874, 1868, 1150, and 1152 Summer appointments directly in PeopleSoft by COB, Friday, May 14, 2021. 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 a copy to Chantal Sood in HR Operations: chantal.sood@csun.edu

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

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| **III. Human Resources Use Only -** Summer 2021 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 |  TM   - N/A |
| HR/Ops Init. |   | HR/Ops Input Date |   | HR/Ops Audit |   | HR/Ops Audit Date |   |