

Hourly Student Employee Summer Form

**Separator Line**

**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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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](mailto: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 |  |