

 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 12, 2023. 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 form is maintained in the hiring department. HR will validate enrollment at time of mass separation.

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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 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 |   |