HR: Summer 2023 Student Processing Workshop

Presented by: The Office of Human Resources

Wednesday, May 3, 2023 10:00 a.m. – 11:00 a.m. Via Zoom Webinar



Summer 2023 Student Employment AGENDA

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

Mass Separation Process for Summer

- HR will run our Mass Separation Process for Student Assistants on June 1, 2023.
 - All 1870s who are not enrolled half-time or greater for Summer Session will be terminated.
 - Self-reporting students need to enter their time by May 31, 2023.
 - Timekeepers can continue to enter/correct time until normal time entry deadline of June 5th, 2023.

Summer 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
 - Enrollment is cumulative!
 - Can only work up to 20 hours per week

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.

Hourly Student Employee Summer Form

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	
Stadent Signature.		•

Student Enrollment and Acknowledgement Section

The Student must select **one status only** and return form to you as soon as possible. For this year, please do not send to HR, for internal department use only.



What actions need to happen for students who are enrolled at half time or more?

- Please communicate to your students that they must be enrolled in Summer courses by May 31st in order to continue as 1870.
- HR will validate all enrollment on that date and perform the mass separation
- For those who planned to enroll but couldn't for any reason by that time, will be handled manually
 - Termination removed from 1870 record

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: 06/01/2023
 - Use End Date: 08/01/2023
 - Students can work up to 40 hours per week

Hiring a student as 1874

In CSUN portal, under HR, Select "HR Admin" and then "Student Employment"

HR Admin

Human Resources

Manager Workbench	
Data Warehouse	
View Master Payroll	
Certify Master Payroll	
Employee Summary Data	
Update Campus Directory	
Part Time Faculty	
Student Employment	



Hiring a student as 1874

Search for the student you would like to hire.

Student Admin	✓ Work Study		
Student Search	Information (enter at least 1)	
Empl ID		National ID	
Last Name			
Last Name			
First Name			
	Stud	dent Employee Searc	ch

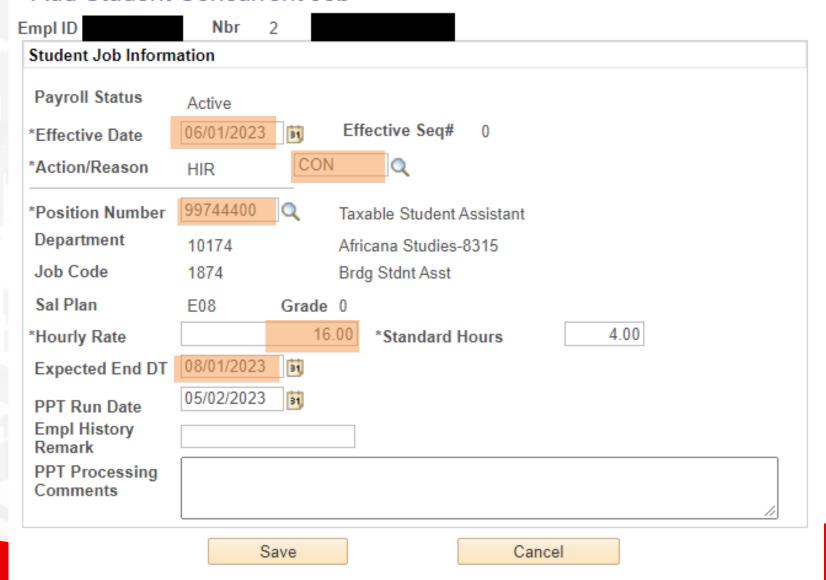


Student Job Summary



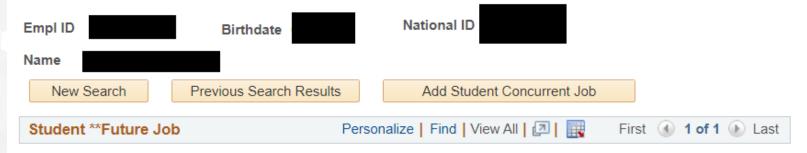
Stud	lent Currer	t Job						Person	alize F	ind View	All 💷	-	First 1-2 of	2 🕟 Last
Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Stnd Hours	FTE	Add	Edit	Job History	Time Rpt
0	10/20/2022	0	99741572	10174	1870	Active	HIR	CON	4.00	0.100000	Add	Edit	Job History	Time Rpt
1	02/10/2023	0	99741967	10302	1870	Active	HIR	CON	4.00	0.100000	Add	Edit	Job History	Time Rpt
								1						

Add Student Concurrent Job



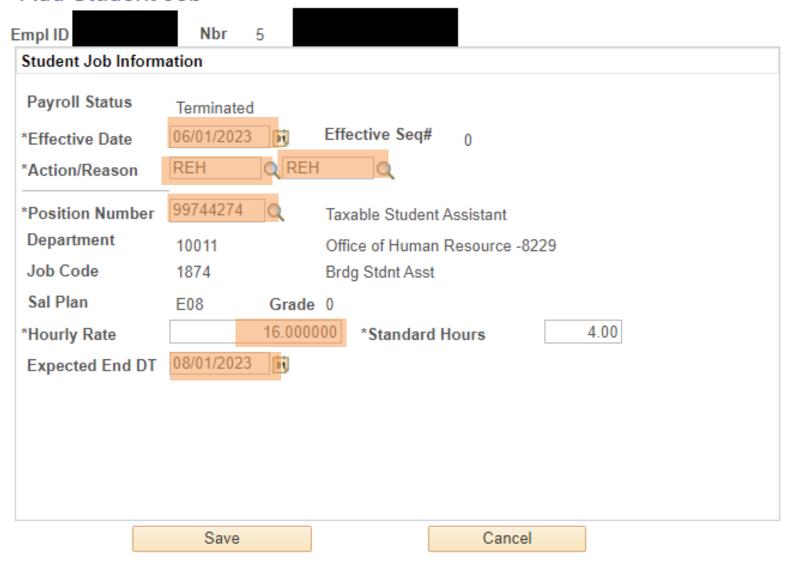
Rehiring a student under 1874

Student Job Summary



Student Current Job Personalize Find View All 💷 🚃 First 🕚 1-6 of 6 🕟 Last														
Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Stnd Hours	FTE	Add	Edit	Job History	Time Rpt
0	05/17/2019	0	99741516	10163	1871	Terminated	TER	END	4.00	0.100000	Add	Edit	Job History	Time Rpt
1	05/31/2019	0	99741515	10163	1870	Terminated	TER	END	4.00	0.100000	Add	Edit	Job History	Time Rpt
2	07/31/2019	0	99744391	10163	1874	Terminated	TER	END	4.00	0.100000	Add	Edit	Job History	Time Rpt
3	01/01/2022	0	99742603	10011	1871	Active	PAY	MOU	4.00	0.100000	Add	Edit	Job History	Time Rpt
4	01/01/2022	0	99742650	10011	1870	Active	PAY	MOU	4.00	0.100000	Add	Edit	Job History	Time Rpt
5	08/01/2021	0	99744274	10011	1874	Terminated	TER	END	4.00	0.100000	Add	Edit	Job History	Time Rpt
			1											

Add Student Job



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: 6/01/2023 6/30/2023
 - July Pay Period: 7/1/2023 8/01/2023

The department will:

- Students complete "Hourly Student Employee Summer Form" to indicate Summer status 1
 - 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
 - Anyone who requires their special system access to be retained will need active 1874 job effective June 1st if not continuing as 1870

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 halftime

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
 - If no extension is done, will also be part of a mass separation process, will be done June 1st, with effective date 05/26/23.

Work-Study Students

- Cannot be scheduled to work beyond May 15th!
- Departments will:
 - Report time worked, Deadline is May 15, 2023
 - Approve timesheets, Deadline is May 16, 2023
 - Hire students in appropriate job code if continuing through May & beyond
- Human Resources will:
 - Mass separate all Work-Study student positions on May
 17th
- No Work-Study allocated for summer

Summer 2023 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: last date to work May 25th
 - If 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

- HR will be auditing records after Census dates for Summer Sessions
 - Departments can check as well!

Student Enrollment Eligibility Query

- Guide is on the HR Managers' and Facilitators Toolkit
 - Under Student Assistant Employment
 - http://www.csun.edu/payroll/student-employment-eligibility-report
- 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 <u>academic enrollment</u>

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 (05/02/23 05/31/23):
 - 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!
 - Week of May 21st May 27th
 - Split week since last day of Spring semester is May 25
 - Actual hours per day worked in this week can be any combination resulting in 24 hours max.
 - Post comment "24-hr Eligible" when managing exceptions

Timesheet Matty Matador





Time and Labor

Tips for Submitting Time in Summer

- In June (06/01/23 06/30/23):
 - Please do not report June hours until all your students have been hired in the appropriate job code.
- In July (07/01/23 08/01/23):
 - Last day for Self-Reporters to enter time for 1874 is August 01
 - Students will not have access to timesheet past this date
 - Mass 1874 separation is planned for August 2nd, 2023
 - Timekeeper can still enter time by Time Entry deadline even if record is terminated

Time and Labor Exceptions

Monitoring Student Hours

- June/July
 - Maximum work hours depends on job code and cumulative summer enrollment
 - 1870's may not exceed 20 hrs/week.
 - ISAs and 1868s may work up to 40 hrs/week IF
 - they are not enrolled
 - or under half-time.
 - Post the comment "40-hr Eligible".
 Otherwise, they may NOT exceed 20 hrs/week.

Time and Labor Exceptions

Monitoring Student Hours

- August (08/02/23 08/31/23)
 - Students may work up to 40 hrs/week through August 22 IF
 - they are not enrolled half-time or more in summer session 1 or 3.
 - Post comment "40-hr Eligible" Otherwise, may not exceed 20 hrs/week.
 - First day of Fall 2023 semester is Wednesday, August 23.
 - Max hours allowed during split week of 8/20/23 08/26/23 is 28 hours.

Hiring New Students

- Students who are not starting at CSUN until Fall are NOT eligible to work in Summer.
 - First day of August pay period: August 2, 2023
 - MUST be hired to appropriate job code
- Prior to starting work, New Students MUST:
 - Reach out to hrcustomerservice@csun.edu to schedule sign-in completion
 - Sign in at Human Resources on or before 1st day of employment

Hourly Student Employees Processing & Payroll Dates, 2023

Student Assistants and Instructional Student Assistants:

- Hired based on 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
May	05/02/2023 - 05/31/2023	June 15
June	06/01/2023 - 06/30/2023	July 14
July	07/01/2023 — 08/01/2023	August 15
August	08/02/2023 - 08/31/2023	September 15



Summer Processing Contacts

- Questions on completing the forms, or hiring students:
 - Your HR Operations Technician
- Questions on Student eligibility to work:
 - Classification & Compensation: https://hrclass-comp@csun.edu
- 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?