

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 2023 Process - Overview

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

Summer 2023 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.

Hourly Student Employee Summer Form

Summer Term Status CHECK ONE STATUS ONLY	FICA Tax Exempt	Allowable Job Code	Max Work Hrs/Week
Status 1 <input type="checkbox"/> ➤ 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 <input type="checkbox"/> ➤ 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 <input type="checkbox"/> ➤ 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: _____

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.

Summer 2023 Process - Overview

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

Summer 2023 Process - Overview

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 Employee Search

☒ Student Administration

☒ Work Study

Student Search Information (enter at least 1)


Empl ID

National ID


Last Name

First Name

Student Employee Search

 Notify

 Refresh

 Add

 Update/Display

 Include History

Student Job Summary

Empl ID [REDACTED]

Birthdate [REDACTED]

National ID [REDACTED]

Name [REDACTED]

[New Search](#)

[Previous Search Results](#)

[Add Student Concurrent Job](#)




Student **Future Job

[Personalize](#) | [Find](#) | [View All](#) |  | 

First  1 of 1  Last

Student Current Job

[Personalize](#) | [Find](#) | [View All](#) |  | 

First  1-2 of 2  Last

Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Std 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

Add Student Concurrent Job

Empl ID

[REDACTED]

Nbr

2

[REDACTED]

Student Job Information

Payroll Status

Active

*Effective Date

06/01/2023



Effective Seq# 0

*Action/Reason

HIR

CON



*Position Number

99744400



Taxable Student Assistant

Department

10174

Africana Studies-8315

Job Code

1874

Brdg Stdnt Asst

Sal Plan

E08

Grade 0

*Hourly Rate

16.00

*Standard Hours

4.00

Expected End DT

08/01/2023



PPT Run Date

05/02/2023



Empl History

Remark

PPT Processing
Comments

Save

Cancel

Rehiring a student under 1874

Student Job Summary

Empl ID

Birthdate

National ID



Name

New Search

Previous Search Results



Add Student Concurrent Job

Student **Future Job

Personalize | Find | View All |  

First  1 of 1  Last

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	Std 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

Add Student Job

Empl ID [redacted] Nbr 5 [redacted]

Student Job Information

Payroll Status	Terminated		
*Effective Date	06/01/2023	Effective Seq#	0
*Action/Reason	REH	REH	
*Position Number	99744274	Taxable Student Assistant	
Department	10011	Office of Human Resource -8229	
Job Code	1874	Brdg Stdnt Asst	
Sal Plan	E08	Grade	0
*Hourly Rate		16.000000	*Standard Hours 4.00
Expected End DT	08/01/2023		

Save

Cancel

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

Summer 2023 Process - Overview

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

Summer 2023 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 2023 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
- **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.**

Summer 2023 Process - Overview

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 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 (05/02/23 – 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

Job Title: Student Asst

 Select for Instructions

View By: Day

*Date: 05/31/2021   Refresh

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: 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?