

# Summer 2025 Student Hiring & Processing Webinar

**Presented by**  
**Erick Cuevas, HR Operations Lead**

Wednesday, April 30, 2025

10:00 a.m. – 11:00 a.m.

Via Zoom Webinar

# AGENDA

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- **Upcoming Changes**
- **Student Processing**
  - Mass Separation Process in May
  - The Hourly Student Employee Summer Form
  - Eligibility for Student Employment
  - Time and Labor Exceptions
  - New Students
  - Who to contact
- **Q & A**

# UPCOMING CHANGES

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- ▶ Effective July 1<sup>st</sup>, 2025:
  - ▶ Student Assistants will be represented by Bargaining Unit R15 (CSUEU)
    - ▶ Job code changes:
      - ▶ 1870 -> **1860**
      - ▶ 1871 (Federal Work Study) -> **1861**
      - ▶ **No** Job code changes to 1874 or 1868
  - ▶ Internal HR/Payroll processes will apply to updated job codes listed above
  - ▶ May begin appointing student employees under these classifications effective Fall 2025
  - ▶ Note: currently awaiting further guidance from Chancellor's Office, special webinar to be scheduled for more information, FAQ's and more – stay tuned!

# Student Processing

# MASS SEPARATION PROCESS FOR SUMMER

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- HR will run the Mass Separation Process for Student Assistants on **May 30<sup>th</sup> 2025.**
- All students who are not enrolled half-time or greater for Summer Session will be separated.
- Self-reporting students need to enter their time by **May 30, 2025 no later than 5PM.**
- Timekeepers can continue to enter/correct time until scheduled time entry deadline of **June 3rd, 2025.**

# SUMMER 2025 PROCESS - OVERVIEW

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## 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 2025 PROCESS - OVERVIEW

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## 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 SUMMMER FORM

Summer Term Status CHECK ONE STATUS ONLY	FICA Tax Exempt	Allowable Job Code	Max Work Hrs/Week
<b>Status 1</b> <input type="checkbox"/> ➤ Enrolled Spring and Planning to Attend Fall ➤ Enrolled <b>less than ½ time</b> this Summer, <b>or</b> ➤ Not Enrolled Summer ➤ Graduated Spring Semester	No <i>(JC 1868 - no tax change)</i>	1874 – Taxable Student Assistant 1882 – LAEP Bridge Student Trainee 1868 – Student NCS 1150 – Instructional Student Assistant (ISA)* 1152 – ISA, Off-Campus*	40 / 20* if enrollment ≥ 1 Unit
<b>Status 2</b> <input type="checkbox"/> ➤ Enrolled Spring and Planning to Attend Fall ➤ Enrolled <b>½ time or more</b> this Summer	Yes	1870 – Student Assistant 1880 – LAEP On-Campus Student Trainee 1868 – Student NCS 1150 - Instructional Student Assistant (ISA) 1152 – ISA, Off-Campus	20

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 2025 PROCESS - OVERVIEW

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## ► What actions need to happen for students who are enrolled at half time or more? (Status 2)

- Please communicate to your students that they must be enrolled in Summer courses by **May 30th** 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, record will be handled manually
  - Termination removed from 1870 record

# SUMMER 2025 PROCESS - OVERVIEW

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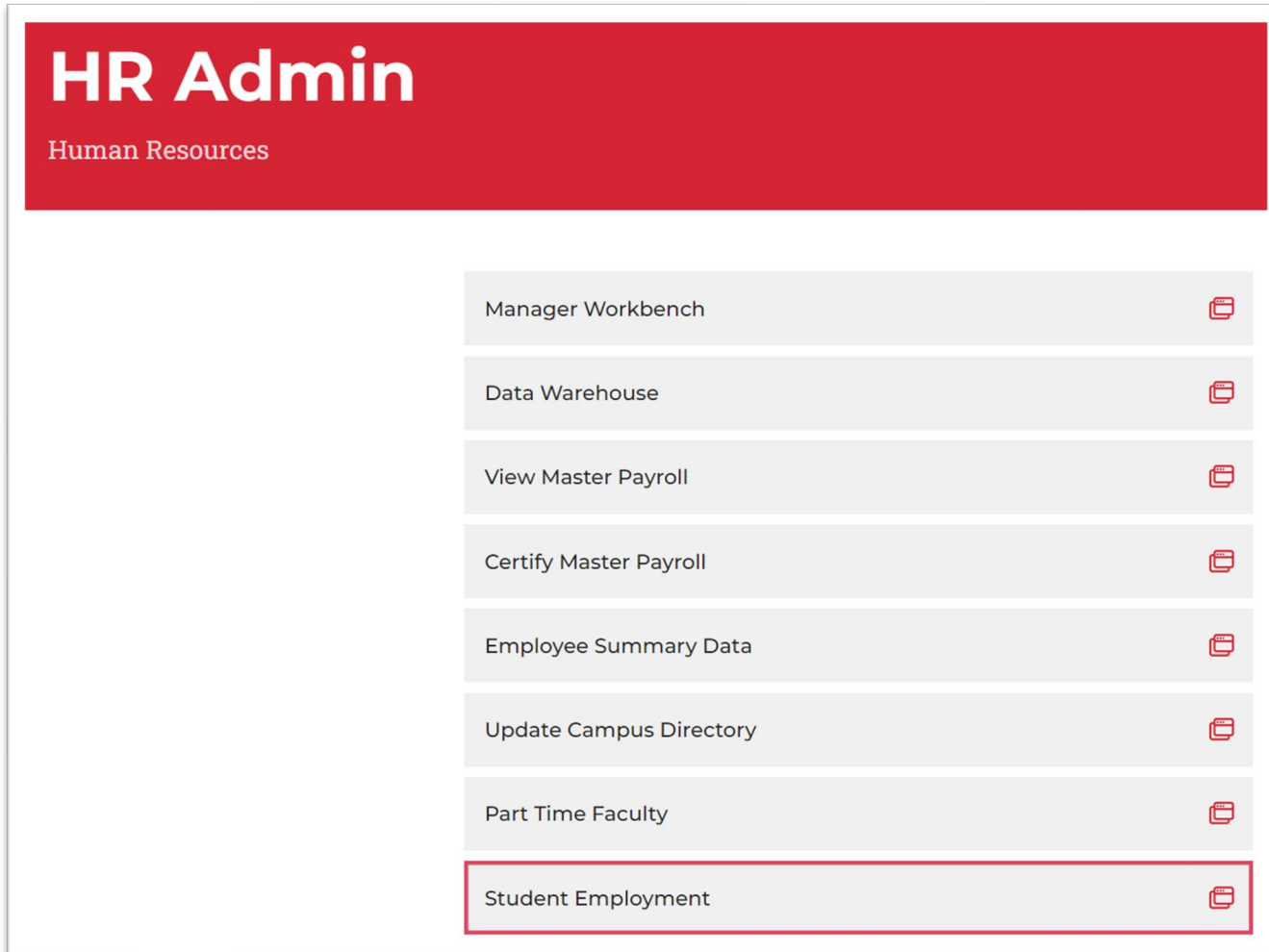
## ► Which Student Assistants would be subject to Taxes?

- 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: 06/01/2025**
  - **Use End Date: 07/30/2025**
  - Students can work up to 40 hours per week

# HIRING A STUDENT AS 1874

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- ▶ In CSUN portal, under HR, Select “HR Admin” and then “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 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 | [Grid Icon] | [Calendar Icon] First 1 of 1 Last






Student Current Job

Personalize | Find | View All | [Grid Icon] | [Calendar Icon] First 1-3 of 3 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
1	01/01/2025	0	99746868	10011	1870	Active	PAY	MOU	4.00	0.100000	Add	Edit	Job History	Time Rpt
0	01/01/2025	0	99746866	10011	1871	Active	PAY	MOU	4.00	0.100000	Add	Edit	Job History	Time Rpt
2	07/13/2024	0	99746869	10011	1874	Terminated	TER	END	4.00	0.100000	Add	Edit	Job History	Time Rpt

## Add Student Concurrent Job

Empl ID [REDACTED] Nbr 4 [REDACTED]

Student Job Information	
Payroll Status	Active
*Effective Date	06/01/2025  Effective Seq# 0
*Action/Reason	HIR <input type="text" value="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	<input type="text" value="16.50"/> *Standard Hours <input type="text" value="4.00"/>
Expected End DT	07/30/2025 
PPT Run Date	04/28/2025 
Empl History Remark	<input type="text"/>
PPT Processing Comments	<input type="text"/>

Save

Cancel

- **Effective date:** defaults to today's date, make sure to adjust to **06/01/2025** before submitting
- **Action/Reason:** only one option for hires - HIR/CON
- **Position Number:** use search icon to locate corresponding deptID/Job code
- **Hourly Rate:** matches their 1870 salary, contact Class and Comp re: merit increase
- **Expected End Date:** blank by default, please enter **07/30/2025**

# REHIRING A STUDENT UNDER 1874

## 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](#) | [Print](#) | [Calendar](#) First [1 of 1](#) Last

**Student Current Job** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) First [1-3 of 3](#) 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
1	01/01/2025	0	99746868	10011	1870	Active	PAY	MOU	4.00	0.100000	<a href="#">Add</a>	<a href="#">Edit</a>	<a href="#">Job History</a>	<a href="#">Time Rpt</a>
0	01/01/2025	0	99746866	10011	1871	Active	PAY	MOU	4.00	0.100000	<a href="#">Add</a>	<a href="#">Edit</a>	<a href="#">Job History</a>	<a href="#">Time Rpt</a>
2	07/13/2024	0	99746869	10011	1874	Terminated	TER	END	4.00	0.100000	<a href="#">Add</a>	<a href="#">Edit</a>	<a href="#">Job History</a>	<a href="#">Time Rpt</a>



# Add Student Job

Empl ID [REDACTED] Nbr 2 [REDACTED]

**Student Job Information**

<b>Payroll Status</b>	Terminated		
<b>*Effective Date</b>	<input type="text" value="06/01/2025"/> 	<b>Effective Seq#</b>	0
<b>*Action/Reason</b>	<input type="text" value="REH"/> 	<input type="text" value="REH"/> 	
<b>*Position Number</b>	<input type="text" value="99746869"/> 	Taxable Student Assistant	
<b>Department</b>	10011	Office of Human Resource -8229	
<b>Job Code</b>	1874	Brdg Stdnt Asst	
<b>Sal Plan</b>	E08	<b>Grade</b>	0
<b>*Hourly Rate</b>	<input type="text" value="16.500000"/>	<b>*Standard Hours</b>	<input type="text" value="4.00"/>
<b>Expected End DT</b>	<input type="text" value="07/30/2025"/> 		

Save

Cancel

# SUMMER 2025 PROCESS - OVERVIEW

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## Part-Time, Seasonal, Temporary (PST) Retirement Plan

- June & July 2025 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: **06/01/2025 – 06/30/2025**
- July Pay Period: **07/01/2025 – 07/30/2025**

# SUMMER 2025 PROCESS - OVERVIEW

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- 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 2025 PROCESS - OVERVIEW

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## International Students

- 1868 Students remain in that job code!
  - 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**
  - **Will be included in the mass separation process on May 30th**
- Summer Enrollment rules - just like 1870s
  - 20 hours max if enrolled half-time or more in Summer
  - Up to 40 hours if not enrolled in Summer, or under half-time

# SUMMER 2025 PROCESS - OVERVIEW

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## 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**
  - **Will be included in mass separation process on May 30th**
- Once this is done, HR will change retirement coding as appropriate for June and July

# VALIDATING 1150/1868 APPOINTMENTS

## 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](#) | [Print](#) | [Calendar](#) First [1 of 1](#) Last

Student Current Job														
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>   <a href="#">Calendar</a> First <a href="#">1 of 1</a> 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	02/10/2025	0	99742885	10176	1150	Active	HIR	CON	4.00	0.100000	<a href="#">Add</a>	<a href="#">Edit</a>	<a href="#">Job History</a>	<a href="#">Time Rpt</a>



How do you know what effective date to use?  
What is my employee's end date?

Select "Job History" on employee record

# VALIDATING 1150/1868 APPOINTMENTS

## Student Job History

Empl ID [REDACTED] Birthdate [REDACTED] National ID [REDACTED]  
Name [REDACTED]

Student Job History - Display Only												
Personalize   Find   View All   [Print]   [Calendar]												
First ◀ 1 of 1 ▶ Last												
Empl Rcd Nbr	Effect Date	Effect Seq	Position	DepID	Job Code	Payroll Status	Action	Reason Code	Standard Hours	FTE	Comp Rate	Expected End Date
0	02/10/2025	0	99742885	10176	1150	Active	HIR	CON	4.00	0.100000	18.900000	05/23/2025

[Return to Job Summary](#)

## Student Job History

- In order from most to least recent
- Provides Comp Rate, Effective Date of transaction and Expected End Date

# VALIDATING 1150/1868 APPOINTMENTS

## Add Student Job

Empl ID [REDACTED] Nbr 0 [REDACTED]

**Student Job Information**

Payroll Status	Active		
*Effective Date	05/24/2025	Effective Seq#	0
*Action/Reason	DTA	APT	
*Position Number	99742885	Instructional Studnt Asst	
Department	10176	Psychology-8255	
Job Code	1150	Instr Stdnt Asst	
Sal Plan	110	Grade	0
*Hourly Rate	18.900000	*Standard Hours	4.00
Expected End DT	08/19/2025		

Save Cancel

## 1150/1868 extensions

- **Effective date:** defaults to today's date, make sure to adjust to **05/24/2025** before submitting
- **Action/Reason:** DTA/APT
- **Position number:** Should stay the same
- **Expected End Date:** previous end date by default, please update to **08/19/2025** for Summer

# SUMMER 2025 PROCESS - OVERVIEW

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## Work-Study Students

- Cannot be scheduled to work beyond **May 15th!**

## Departments will:

- Report time worked, Deadline is **May 16, 2025**
- Approve timesheets, Deadline is **May 19, 2025**
- **Hire students in appropriate job code if continuing through May & beyond**

## Human Resources will:

- Mass separate all Work-Study student positions on **May 16th**
- No Work-Study allocated for summer months of June/July

# SUMMER 2025 ELIGIBILITY

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## Updates to Campus Practice

Graduating seniors are allowed to work during Summer Session!

- Not enrolled in any units for summer, so they are part of the 1874 process
  - Default End Date: July 30<sup>th</sup>, 2025
- 1. If they are **not** enrolling in Fall for graduate program at CSUN...
  - Eligible to work July 31-Aug 19 under 1874, will need appt. extension done
- 2. If they **ARE** enrolling in Fall 2025...
  - Can be rehired under new student class code (1860 or 1861) July 31
  - I will send a reminder email closer to mid-July
  - Graduating 1868s not eligible per USCIS, last day to work is May 23<sup>rd</sup> 2025

# TIME AND LABOR

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## Tips for Submitting Time in Summer

- In May (05/01/25 – 05/31/25):
  - 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 26th- May 30th
    - Up to 40 hours in 1870

Timesheet  
Matty Matador  
Job Title: Student Asst

Select for Instructions

View By: Day \*Date: 05/31/2021 Refresh

# TIME AND LABOR

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## Tips for Submitting Time in Summer

- In June (06/01/25 – 06/30/25):
  - Please **do not** report June hours until all your students have been hired in the appropriate job code.
- In July (07/01/25 – 07/30/25):
  - Last day for Self-Reporters to enter time for 1874 is July 30
  - Students will not have access to timesheet past this date
  - Mass 1874 separation is planned for **July 30, 2025**
  - Timekeeper can still enter time by Time Entry deadline even if record is terminated

# TIME AND LABOR EXCEPTIONS

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## Monitoring Student Hours

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

# TIME AND LABOR EXCEPTIONS

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## Monitoring Student Hours

- August (07/31/25 – 08/31/25)
  - Students may work up to 40 hours/week through August 19 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 hours/week.
  - First day of Fall 2025 semester is Wednesday, August 20.
  - Max hours allowed during split week of 8/18/25 – 08/22/25 is 28 hours.

# HOURLY STUDENT EMPLOYEES

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## Processing & Payroll Dates, 2025

- Paid on a mid monthly basis
- Processed through online positive pay/ Timesheet

Pay Period	Pay Period Dates	Hourly Pay Dates
May	05/01/2025 – 05/31/2025	June 13
June	06/01/2025 – 06/30/2025	July 15
July	07/01/2025 – 07/30/2025	August 15
August	07/31/2025 – 08/31/2025	September 15

# HIRING NEW STUDENTS IN FALL

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- Students who are not starting at CSUN until Fall are **NOT** eligible to work in Summer.
  - First day of August 2025 pay period: **July 31, 2025**
  - **MUST** be hired to appropriate job code
- Prior to starting work, New Students **MUST**:
  - Reach out to [hrcustomerservice@csun.edu](mailto:hrcustomerservice@csun.edu) to schedule sign-in completion
  - Sign in at Human Resources on or before 1st day of employment

# ELIGIBILITY FOR STUDENT EMPLOYMENT

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## During the regular Fall/Spring Semesters

- ▶ 1870 Student Assistants = ½ Time or more
- ▶ ISAs, TAs, and GAs = 1 Unit or more
- ▶ Non-Citizen Status Student (1868) – Full Time

# SUMMER PROCESSING CONTACTS

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- **Questions on completing the forms, or hiring students:**
  - ❖ Your HR Operations Technician
- **Questions on Student eligibility to work:**
  - ❖ Classification & Compensation: [hrclass-comp@csun.edu](mailto: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

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- **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?