HR: Student Summer Employment Summer 2017 Hiring & Processing Workshop

Presented by the Office of Human Resources

Wednesday, May 3, 2017
10:00 AM – 11:30 AM
EU 101

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Summer 2017
Student Employment Workshop
AGENDA

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

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Summer 2017 Process - Overview

How do FICA Exemptions affect students during the Summer?

- Tax exemption from Medicare and Retirement **depends on enrollment**

- FICA Exempt students **must** be enrolled:
  - **at least half-time during the Summer**
    - 6 units – undergraduate
    - 4 units – graduate
  - Can only work up to 20 hours per week

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Summer 2017 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- May be withdrawn 90 days after complete separation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: 6/1/2017 – 6/30/2017
  - July Pay Period: 7/1/2017 – 8/1/2017

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Summer 2017 Process - Overview

Which students <u>aren't</u> FICA exempt (taxable)?

- If a student:
  - Does not enroll in any Summer Session
  - Enrolls **less** than half-time:
    - 6 units (undergraduate)
    - 4 units (graduate)

- Non-exempt students can work up to 40 hours per week

Summer 2017 Process - Overview

The department will:

- Have students complete and submit "Hourly Student Employee Summer Form" to indicate Summer status
  - **Keep forms in hiring department!**

- Complete transactions by **May 24, 2017** for:
  - 1874 – Taxable Student Assistant
  - 1868 – Non Resident Alien Student Assistant
  - 1150 – Instructional Student Assistant
  - 1152 – ISA, Off-Campus

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Summer 2017 Process - Overview

The department will:

- Reference Managers Workbench for a list of all active Hourly Student Assistants and Instructional Student Assistants

- Hire **1870** Student Assistants into **1874** job code
  - Notify HR if pooled position number for 1874 Job Code does not exist

- Terminate Students not working in summer
  - HR will terminate all Student Assistants on **June 5, 2017**

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Summer 2017 Process - Overview

International Students

- Non-Resident Alien Students remain as 1868!
  - Can work 40 hours per week if not enrolled
  - Up to 20 hours if enrolled
  - Must be enrolled full-time in Spring and Fall
  - Must have a valid Work Authorization

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Summer 2017 Process - Overview

Instructional Student Assistants (ISA)

- 1150 and 1152 job codes will not change!
  - A new 1150 appointment (DTA/APT) must be entered
  - HR will change retirement coding for June and July

Summer 2017 Process - Overview

Work-Study Students

- All Work-Study jobs will be terminated as of **May 16, 2017**
- There is **no** Work Study allocated for summer

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Summer 2017 Process - Overview

Students with Special Roles

- MUST be hired into another student job **ON THE SAME DAY** as the termination!
- If not, special roles are lost!

- Note: The effective date of the "new" job does not have to be the same as the termination
  - Hire and Term must be done on same action date

Summer 2017 Process - Overview

What about students who <u>are</u> FICA exempt?

- Will keep 1870 job code
- Complete "Hourly Student Employee Summer Form"
- Send completed form to HR by **May 24, 2017**
  - Meet deadline so HR will exclude the student from termination process
- Enter all Time & Labor attendance and absence data by **June 2, 2017**

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Summer 2017 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

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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 – Non Resident Alien Student Assistant 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 – Non Resident Alien Student Assistant 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: _____

Student Enrollment and Acknowledgement Section

The Student must select **one status only** and return form to you by **Wednesday, May 10, 2017**

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Hourly Student Employee Summer Form

II. Department Use Only:

☐ The Department will transact the necessary processing of 1874, 1868, 1150, and 1152 Summer appointments directly in PeopleSoft by COB, Wednesday, May 24, 2017. 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 this form to HR Operations, MC 8229 by Wednesday, May 24, 2017 for processing.

Department Name:				Department ID:	
Effective Date: Hire / Re-Hire:		Appointment End Date:		Job Code:	
Hourly Rate $ xx.xx:	$	Comment:			
Prepared By:				Extension:	

III. Human Resources Use Only - Summer 2017 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	

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Status 1

- Your student is enrolled in the Spring, and plans to attend in the Fall.

- They are also enrolled **less** than half-time this Summer, or **not enrolled at all**.

What do you do?

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Summer Status 1: Not Enrolled or less than half-time

Pay Period 05/02/17 – 05/31/17 (22 days)

May 27, 2017 – May 31, 2017:

- **No change in Job code.**
- **Can work 40 hours per week.**

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Summer Status 1: Not Enrolled or less than half-time

June 1, 2017 – August 1, 2017:

- **Hire or Rehire to job code 1874.**
- **Can work 40 hours per week.**

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Summer Status 1: Not Enrolled or less than half-time

Pay Period 08/02/17 – 08/31/17 (22 days)

August 2, 2017:

- **Hire or Rehire to job code 1870 or 1871**
- **Can work 40 hours per week through 8/22/17.**

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Status 2

- Your student is enrolled in the Spring, and plans to attend in the Fall.

- They are enrolled half-time or more this summer.

What do you do?

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Summer Status 2: Enrolled more than half-time

May 27, 2017 – May 31, 2017:

- No change in Job code.
- Can work 40 hours per week.

Summer Status 2: Enrolled more than half-time

June 1, 2017:

- **No change in job code.**
- **Can work 20 hours through 8/1/17**

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Summer Status 2: Enrolled more than half-time

Pay Period 08/02/17 – 08/31/17 (22 days)

August 2, 2017:

- **No change in job code.**
- **Can work 40 hours until 8/22/17, ONLY if not enrolled in Sessions 1 or 3**

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Status 3

- Your student is enrolled in the Spring, and is Graduating or **<u>not</u>** attending in the Fall.

- They are **<u>not</u>** enrolled this summer.

What do you do?

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Summer Status 3: Not enrolled Summer or Fall

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		2 ◆	3 ❖	4 #	5	6
7	8	9 ✔	10	11	12 I	13
14	15 ●	16 🚫	17 F ⊗	18 ✶	19	20
21	22 ⊠	23	24 ▼	25	26	27
28	29	30	31 ◯			

Pay Period 05/02/17 – 05/31/17 (22 days)

May 26, 2017:
- **Last day eligible to work as student**

May 27, 2017:
- **Student must be separated. Dept. can explore hiring options in different job code.**

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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?**
    - *Student Assistants = ½ Time or more*
    - *ISAs, TAs, and GAs = 1 Unit or more*
    - *Non Resident Alien Student Asst (1868) – Full Time*

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Student Enrollment Eligibility

Query

- How to run the Student Employment Eligibility Audit Type
  - 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

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Hiring New Students

o Students who aren't starting at CSUN until Fall are **NOT** eligible to work in Summer.

    o First day is **August 2, 2017**

    o MUST be hired to appropriate job code

o Prior to starting work, New Students **MUST**:

    o Complete and clear a Background check

    o Sign in at Human Resources on 1st day of employment

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Time and Labor Exceptions

Monitoring Student Hours

- In June and July, ISAs (1150/1152) and certain NRAs (1868) classifications are allowed to work more than 20 hrs/wk (Sun – Sat)

- With the exception of Taxable Student Asst (1874) jobs, the timesheet message, "Student Hours Exceed 20" will be generated for all students who report more than 20 hrs/week.

- For Students who can work up to 40 hours based on summer academic load:
  - Post the comment **"40-hr Eligible"** after reviewing the record.
- Campus representatives must review and approve timesheet messages or correct hours, as appropriate.

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Hourly Student Employees
Processing & Payroll Dates, 2017

Student Assistants and Instructional Student Assistants:

- For Summer, 2017 - Hired based on Hourly Student Employee Summer Form

- Paid on a mid monthly basis

- Processed through online positive pay (Weekly Elapsed Time Module)

Pay Period:	Hourly Payroll Date:
05/02/2017 – 05/31/2017	Thursday, June 15
06/01/2017 – 06/30/2017	Friday, July 14
07/01/2017 – 08/01/2017	Tuesday, August 15
08/02/2017 – 08/31/2017	Friday, September 15

Have Students return Status Forms to you by **Wednesday, May 10, 2017**

1. Enter transactions as soon as the student starts work but no later than May 24, 2017
2. Forms to HR must be received not later than **Wednesday, May 24, 2017**

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Monthly Student Employees
Processing & Payroll Dates, 2017

Teaching Associates- Summer Term (2324) and Graduate Assistants – Monthly (2325):

- For Summer, 2017 - Hired and separated via PAR form
- Paid on a monthly basis

Summer Session	Submit PAR	Payday
Session 1 & 2	Tuesday, May 9, 2017	Wednesday, May 31, 2017
Session 3	Wednesday, July 5, 2017	Tuesday, August 1, 2017

*May 31st pay warrant will represent two days of pay (05/31/17).

Contact your HR Operations Representative with any questions

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Important Dates

Dates	Action
May 10th, 2017	Students return Summer Status Forms to hiring department
May 16th, 2017	Work-Study students will be terminated
May 24th, 2017	Departments enter transactions per Hourly Student Employee Summer Form
May 27th, 2017	Graduating Students must be terminated
June 2nd, 2017	Deadline for entering all Time & Labor attendance and absence data
June 5th, 2017	HR will mass terminate all 1870s
August 2nd, 2017	Hire students from 1874 –> 1870
August 4th, 2017	HR will mass terminate all 1874s
August 23rd, 2017	First day of 2017 Fall Semester

Summer FAQs

- **How do I get an Hourly Student Employee Summer Form for a Student I plan to Hire for Summer?**

- **Can I change the Student's Salary?**

- **There are students on my list who haven't worked lately. What should I do?**

- **Can I hire a student who officially graduates this Spring?**

- **Does enrollment through the Tseng College count towards summer hiring, FICA Tax Exemption?**

- **My student assistant graduates in May, but is starting a MA program through Tseng College. Can I keep him hired as a student beyond 05/26/17?**

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Summer Processing Contacts

- **Questions about completing the forms,**

Tax Exemption eligibility

> ❖ Your HR Operations Technician

•**Questions about Student Assistants (1870) eligibility to work:**

> ❖ Lynn Marks, Human Resources Ext: 2290

•**Questions about R11's (ISA, TA, & GA) eligibility to work:**

> ❖ Faculty Affairs Ext: 2962

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