

Wrapping up Student Summer Hires

As we prepare for the new semester, we would like to take the opportunity to remind the campus of some important guidelines to consider for student employees. All student employees must meet enrollment requirements as specified in the compensation and classification guideline in order to be employed. Details regarding employment can be located at <https://www.csun.edu/careers/student-assistant-compensation-plan>.

Listed below are guidelines specific to each student classification:

1. TAXABLE STUDENT ASSISTANTS (1874)

Action Required By: Friday, 8/3/2018

Students in the 1874 job classification may work through 7/31/2018. At the end of this period, Human Resources will process termination transactions for this group. This will occur on 8/3/2018. It is not necessary for the department to enter the termination transactions online. Departments must, however, process all new and returning appointments by 8/3/2018 to prevent the loss of security access for those with special self-reporter and/or department specific role(s).

2. STUDENT ASSISTANTS (1870)

Continuing Students

Action Required By: None

Students in the 1870 job classification during the summer who will continue to work in the fall may begin work on 08/01/2018. Departments do not need to update the student's employment record and these students are not required to go through the sign-in process with Human Resources.

Non-Continuing Students

Action Required By: Wednesday, 8/22/2018

Students who are not continuing employment in the fall can work up to 8/21/2018. Departments are responsible for entering an employment termination transaction for these students by 8/22/2018.

New and Returning Students

Hire the students as soon as employment begins.

3. WORK STUDY STUDENT ASSISTANT (1871 and 1872)

INSTRUCTION STUDENT ASSISTANTS WORK STUDY (1151/1153)

Hire the students into the appropriate work study classifications once their financial aid awards have been accepted. Note that the August 2018 pay period begins on 08/01/2018 (work study begins on same day). Students in this classification should not have a hire or rehire start date earlier than 8/1/2018.

4. NON RESIDENT ALIEN STUDENT ASSISTANT (1868)

Review the students' current employment record. If the appointment has expired and the student will be continuing their employment in the fall, enter a new appointment for the students. For those who will not be returning in the fall, terminate the student's employment.

5. INSTRUCTIONAL STUDENT ASSISTANTS (1150 and 1152)

Review current appointments for all students in the 1150 and 1152 classifications. If the appointment has expired, enter a new appointment for students who are continuing employment in the fall.

STUDENT HIRE MODULE INSTRUCTIONS

Hire/Rehire Dates – When hiring or rehiring student employees, use an ‘effective date’ that represents the employees’ first day of work.

Termination Date – When terminating employees, use an “effective date” that represents the first day the employee is no longer employed. For example, if the student’s last date worked is 7/31/2018, enter an effective date of 8/1/2018 in the student module when terminating the employee.

NOTE - It is acceptable to enter projected hire, rehire, or termination dates if the department is aware of an impending hire or termination. It is not necessary to wait until the date occurs before entering the transaction. It is important, however, to always enter the employees’ actual start and end date in the system as the hire/termination date.

STUDENTS WITH SYSTEM ACCESS

Students who have access to enter their own time in the system (those with Timesheet Self-Reporter roles) or those with special access to SOLAR modules must have an active employment record in the system in order to retain security access. For students with special SOLAR access, it is the department’s responsibility to ensure that the students have at least one active and valid employment record in the system. Security access is automatically evaluated on a daily basis so it is important for departments to complete all applicable hire, rehire, and termination transactions for any specific student employee by 5:00 p.m. on each business day in order to prevent the student from losing security access to the system.

When student jobs are terminated and the student does not have an active employment on campus, system access is automatically removed based on the day’s employment transactions in order to comply with security guidelines. In such cases, it will be necessary for departments to coordinate the reestablishment of security with the department’s SOLAR Gatekeeper. This will require a resubmission of the applicable security forms and approvals. A list of gatekeepers can be found at: <https://www.csun.edu/solarsupport/gatekeepers>

TIMESHEET SELF-REPORTER ACCESS

For time reporting, the system can be setup to automatically grant self-reporter access to all employees in specific department(s). If your department has not already approved this setup, please open a case at <https://techsupport.csun.edu/support.jsp> to start*! This setup eliminates the need for departments to submit individual security forms. Once the setup is established, access will be granted automatically for all employees who are newly hired or rehired into the department.

*When requesting department access, please indicate the following options on the case and include a copy of the department manager’s approval:

- A. Timesheet Self-Reporter Student Only
- B. Timesheet Self-Reporter Staff Only
- C. Absence Self-Reporter Staff Only
- D. All of the Above

If you have any questions, please contact the HR Operations Technician assigned to your department. Your Operations contact information can be found in our [HR Directory](#).