CSUN® | HUMAN RESOURCES

Hourly Student Employee Summer Form

Instructions: Use this form to document Student Employee enrollment and eligibility for summer appointments. New student employees must complete the sign-in process in Human Resources on or before the first day of employment.

I. STUDENT INFORMATION:

Last Name: _____ First Name: _____ CSUN ID: _____

Please check the appropriate Status box and sign below based on the Summer Term Status and the number of units you will be enrolled. Students enrolled cumulatively at ½ time (6 units Undergraduate; 4 units Graduate) or more are eligible to be FICA tax exempt. Student employees not exempted will be automatically enrolled in the Part-Time/Seasonal/ Temporary (PST) Retirement Plan resulting in pre-tax gross earnings to be assessed as follows (excludes Job Code 1868):

- 7.5% of **June and July** gross earnings will be deducted and contributed to the PST Account.
- 1.45% of gross earnings representing Medicare tax during **June and July**.

Inform your supervisor if your class load or plans change.

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: _____

II. Department Use Only:

☐ **The Department will transact the necessary processing of 1874, 1868, 1150, and 1152 Summer appointments directly in PeopleSoft by COB, Thursday May 23, 2019. 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 Thursday May 23, 2019 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 2019 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	