

Summer 2024 Student Hiring & Processing Webinar

Presented by

Erick Cuevas, HR Operations Lead
Alondra Gonzalez Arias, HR Payroll Coordinator
Sara Alarid, HR Operation Technician
Isabel Casas, FHTC Student Employment Advisor

Wednesday, May 1, 2024

10:00 a.m. – 11:30 a.m.

Via Zoom Webinar

AGENDA

- **Payroll Topics**
- **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
- **From Here to Career**
- **Q & A**

Payroll Topics

Payroll Topics



Cal Employee Connect



Direct Deposit



Tax Withholding Changes



Personal or Family Status Changes

Cal Employee Connect (CEC) Overview

Employees can:

- View and download Paystubs
- View W-2 / Enroll in paperless W-2 option
- Enroll in Direct Deposit
- Update Tax Withholding status

New Employees can register for CEC after receiving their first pay warrant.

Registration

1 User Agreement 2 Employee Validation 3 User Sign-Up 4 Email Verification

Before starting the registration process, we will need to know what department you work for. Please select your department from the drop-down list and enter the agency code from your earnings statement.

Department

Select your department

What if my department isn't listed?

Agency Code

999

Help me find this

I'm not a robot

reCAPTCHA Privacy - Terms

Submit Cancel

Direct Deposit via CEC

The **ONLY** method to enroll in or change direct deposit information.

1

Login to CEC

2

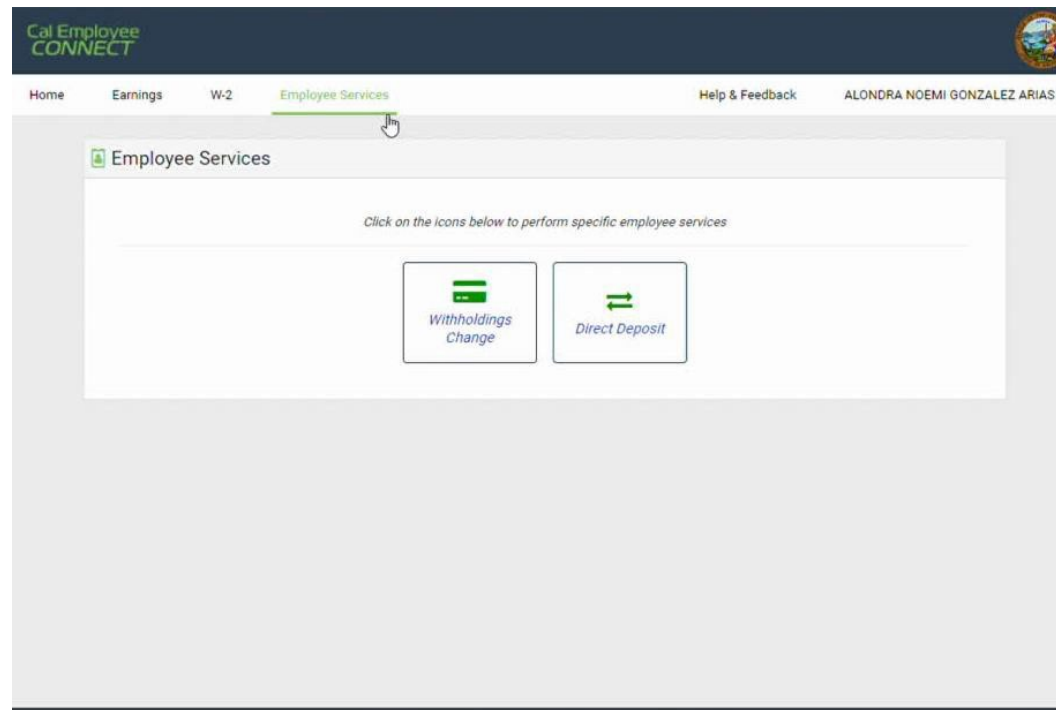
Select
Employee Services

3

Select **Direct
Deposit**

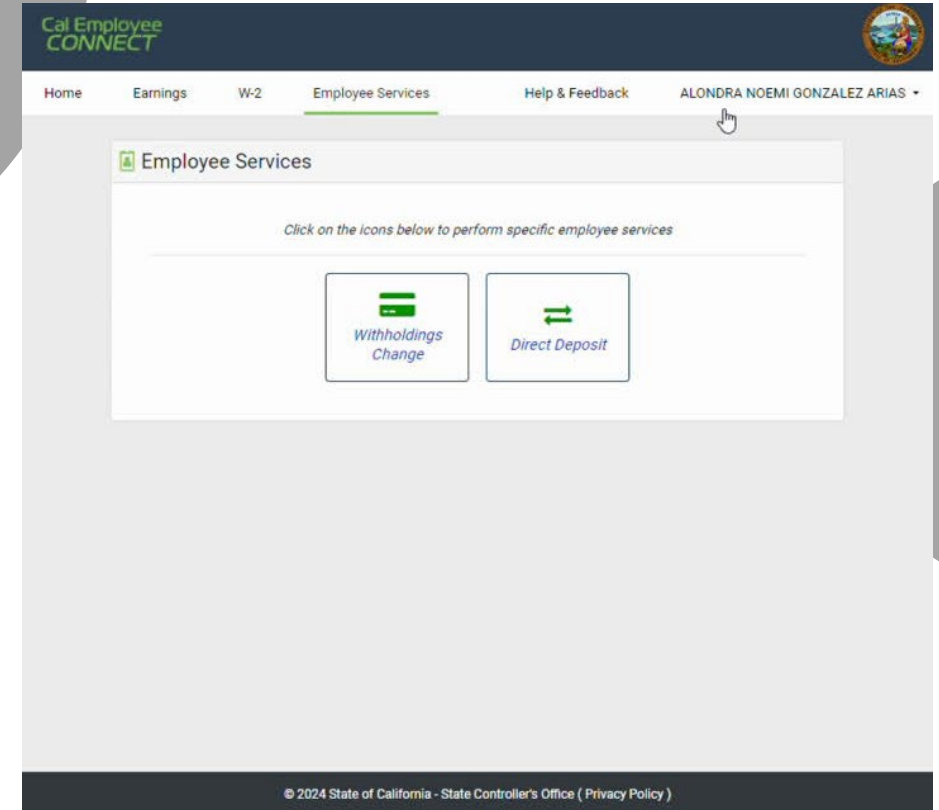
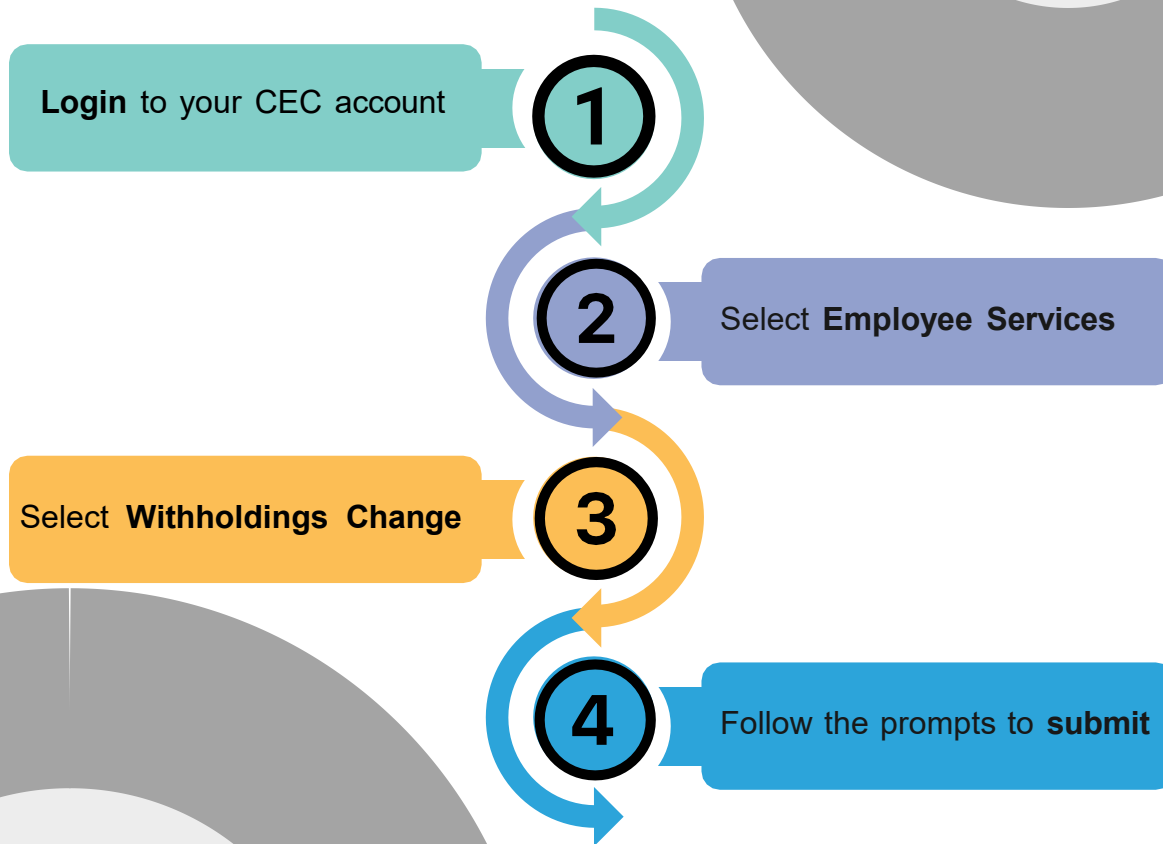
4

Follow the prompts
and **submit**



- Must be on campus or connected to the CSUN VPN to access.
- Enrollment takes up to 2 pay cycles (30 to 60 days).

Tax Withholding Changes



Allow **two business days** for the changes to take effect.

Personal or Family Status Changes

Confirm your information is up to date!

- Direct Deposit
- Personal Email Address
- Emergency Contact(s)
- Federal & State Withholding Allowances
- Health Benefits
- Life Insurance
- Mailing Address
- Name (Legal & Preferred)
- Payroll Designee
- Phone Numbers
- Retirement Beneficiary

The screenshot shows the CSUN HR website interface. At the top, there is a navigation bar with the CSUN logo and several menu items: Campus & Operations, Faculty, Financial Services, HR (with an upward arrow), Student Admin, and My Menu. Below the navigation bar is a red header section with the text "Personal Information" in large white font and "Human Resources" in smaller white font below it. To the right of the header is a dropdown menu for "HR" which is open, showing a list of options: SOLAR HR, Personal Information (with a green circle '2' next to it), Time & Attendance, Payroll, Benefits, Training & Professional Development, CHRS Recruitment, Forms & Policies, HR Admin, and HR Reports. Below the header and dropdown menu is a list of three buttons: "Update Personal Information" (with a green circle '3' next to it), "Update Veteran Info", and "Update Disability Info".

More information:

<https://www.csun.edu/hr/personal-or-family-status-changes>

QUESTIONS?

Ask your
Payroll Technician

<https://www.csun.edu/hr/hr-contacts-payroll-administration>

For Cal Employee Connect,
Direct Deposit and W-2

For general HR inquiries



Ian Muncal
ian.muncal@csun.edu



Raquel Hernandez
raquel.hernandez@csun.edu



Rose Hoang
rose.hoang@csun.edu



Henny Chandra
henny.chandra@csun.edu



Marie Bonty
marie.bonty@csun.edu



Karina Perez Rodriguez
karina.perezrodriguez@csun.edu



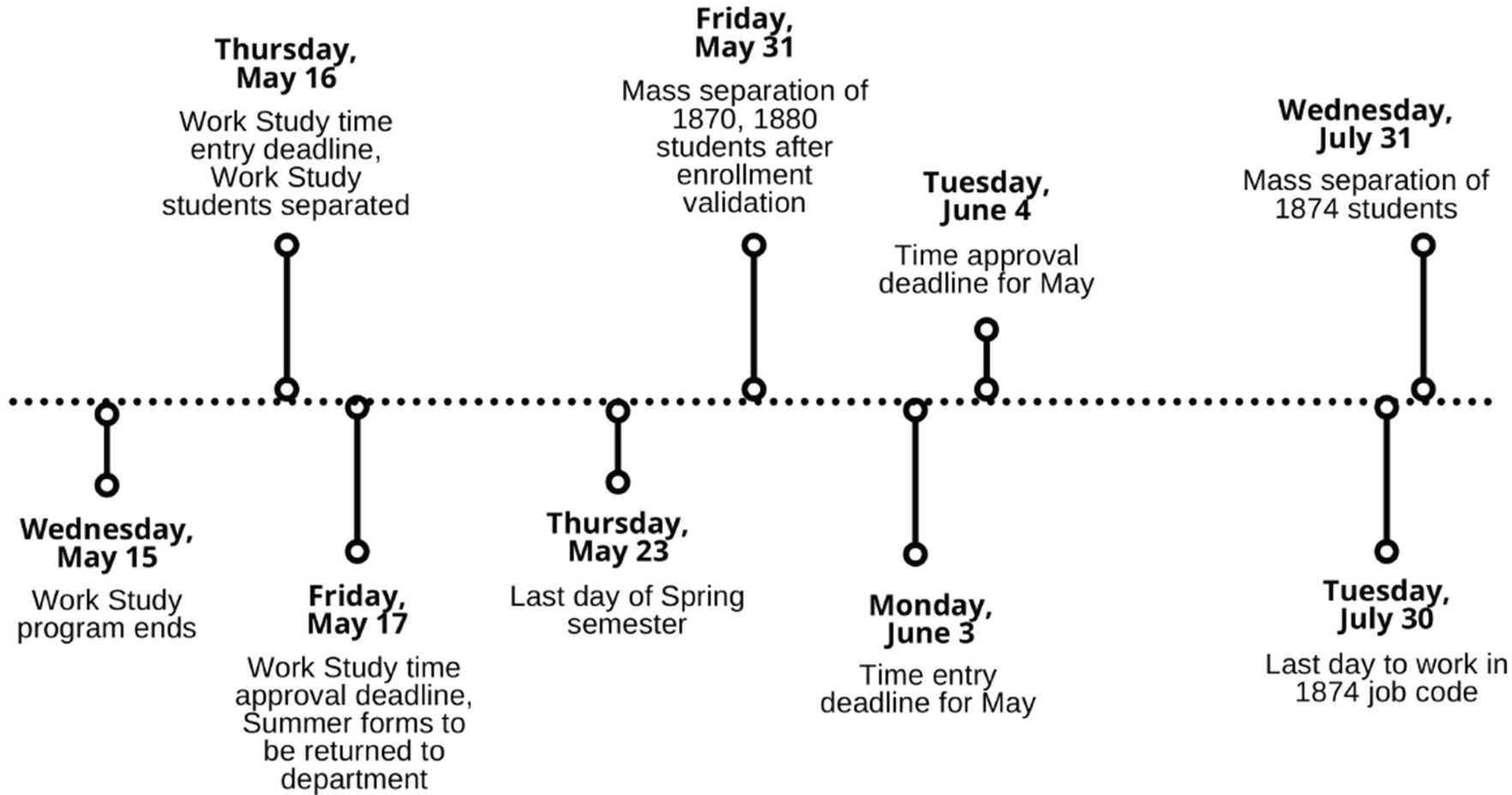
Alondra Gonzalez Arias
alondra.gonzalezarias@csun.edu



HR Customer Service
818-677-2101

Student Processing

Summer 2024 Student Processing Timeline



MASS SEPARATION PROCESS FOR SUMMMER

- HR will run the Mass Separation Process for Student Assistants on **May 31, 2024.**
- 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 30, 2024.**
- Timekeepers can continue to enter/correct time until normal time entry deadline of **June 3rd, 2024.**

SUMMER 2024 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 2024 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 SUMMMER 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 ➤ 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
Status 2 <input type="checkbox"/> ➤ Enrolled Spring and Planning to Attend Fall ➤ Enrolled ½ time or more 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 2024 PROCESS - OVERVIEW

► 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, will be handled manually
 - Termination removed from 1870 record

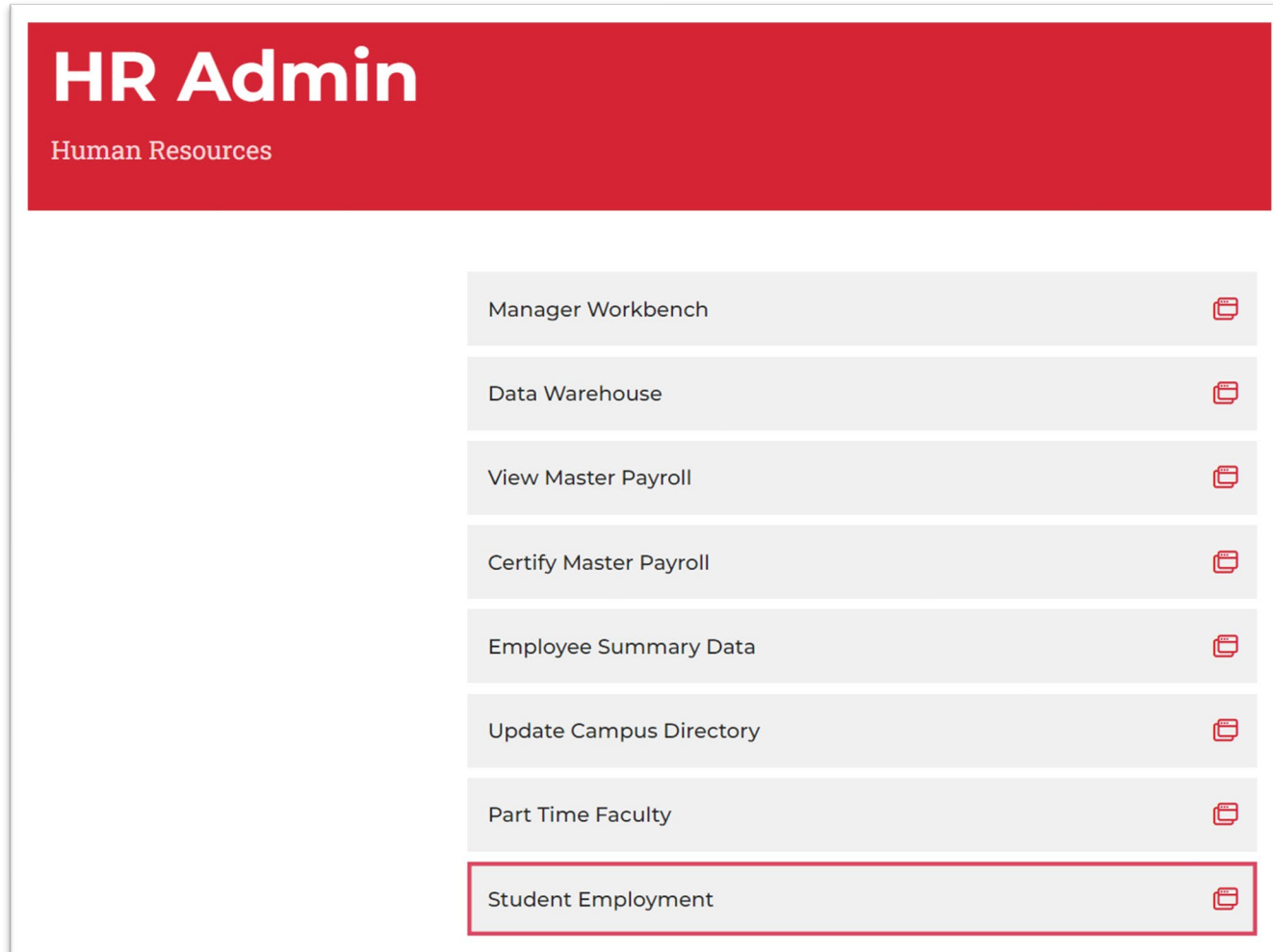
SUMMER 2024 PROCESS - OVERVIEW

► 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: 05/31/2024**
 - **Use End Date: 07/30/2024**
 - 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”



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](#) | | 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 3 [REDACTED]

Student Job Information

Payroll Status	Active		
*Effective Date	<input type="text" value="05/31/2024"/> 	Effective Seq#	0
*Action/Reason	HIR	<input type="text" value="CON"/> 	
*Position Number	<input type="text" value="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="16.00"/>	*Standard Hours	<input type="text" value="4.00"/>
Expected End DT	<input type="text" value="07/30/2024"/> 		
PPT Run Date	<input type="text" value="04/29/2024"/> 		
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 **05/31/2024** 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 **07/30/2024**

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 1-3 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
0	01/01/2024	0	99746866	10011	1871	Active	PAY	MOU	4.00	0.100000	Add	Edit	Job History	Time Rpt
1	01/01/2024	0	99746868	10011	1870	Active	PAY	MOU	4.00	0.100000	Add	Edit	Job History	Time Rpt
2	08/02/2023	0	99746869	10011	1874	Terminated	TER	END	4.00	0.100000	Add	Edit	Job History	Time Rpt



Add Student Job

Empl ID [REDACTED] Nbr 2 [REDACTED]

Student Job Information			
Payroll Status	Terminated		
*Effective Date	05/31/2024 	Effective Seq#	0
*Action/Reason	REH 	REH 	
*Position Number	99746869 	Taxable Student Assistant	
Department	10011	Office of Human Resource -8229	
Job Code	1874	Brdg Stdnt Asst	
Sal Plan	E08	Grade	0
*Hourly Rate	<input type="text"/>	16.00	*Standard Hours <input type="text" value="4.00"/>
Expected End DT	07/30/2024 		

Save

Cancel

SUMMER 2024 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: **05/31/2024 – 06/30/2024**
- July Pay Period: **07/01/2024 – 07/30/2024**

SUMMER 2024 PROCESS - OVERVIEW

- 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 May 31st if not continuing as 1870

SUMMER 2024 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 hours if not enrolled in Summer, or under half-time

SUMMER 2024 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 for June and July
- Mass Separation Process
 - Effective date: 05/31/2024

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														
Personalize Find View All Print Calendar First ◀ 1 of 1 ▶ 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	12/23/2023	0	99742885	10176	1150	Active	DTA	APT	20.00	0.500000	Add	Edit	Job History	Time Rpt



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												
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	12/23/2023	0	99742885	10176	1150	Active	DTA	APT	20.00	0.500000	18.900000	05/23/2024
0	09/11/2023	1	99742885	10176	1150	Active	PAY	GSI	20.00	0.500000	18.900000	12/22/2023
0	09/11/2023	0	99742885	10176	1150	Active	HIR	CON	20.00	0.500000	18.000000	12/22/2023

[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	<input type="text" value="05/24/2024"/>	Effective Seq#	0
*Action/Reason	<input type="text" value="DTA"/>	<input type="text" value="APT"/>	
*Position Number	<input type="text" value="99742885"/>	Instructional Studnt Asst	
Department	10176	Psychology-8255	
Job Code	1150	Instr Stdnt Asst	
Sal Plan	110	Grade	0
*Hourly Rate	<input type="text" value="18.900000"/>	*Standard Hours	<input type="text" value="20.00"/>
Expected End DT	<input type="text" value="08/20/2024"/>		

1150/1868 extensions

- **Effective date:** defaults to today's date, make sure to adjust to **05/24/2024** before submitting
- **Action/Reason:** DTA/APT
- **Position number:** Should stay the same
- **Expected End Date:** previous end date by default, please update to **08/20/2024** for Summer

SUMMER 2024 PROCESS - OVERVIEW

Work-Study Students

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

Departments will:

- Report time worked, Deadline is **May 16, 2024**
- Approve timesheets, Deadline is **May 17, 2024**
- 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

SUMMER 2024 PROCESS - OVERVIEW

Learning-Aligned Employment Program (LAEP)

- State Work Study, not Federal
 - NOT Eligible for work through Summer

SUMMER 2024 ELIGIBILITY

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
 - End Date: July 30th
- If they are **not** enrolling in Fall for graduate program at CSUN...
 - Eligible to work July 31-Aug 20 under 1874, will need extension done
- If they **ARE** enrolling in Fall...
 - Can be rehired as 1870 July 31
- Reminder email to come mid-July

HOW TO CHECK STUDENT ENROLLMENT

- **HR will be auditing records after Census dates for Summer Sessions, but Departments can check as well!**
- **Student Enrollment Eligibility Query**
 - Guide is on the HR Toolkit
 - [Link](#) under “Student Assistant Employment”
 - 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 during Fall, 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 (05/01/24 – 05/30/24):
 - 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 20th – May 24th
 - Split week since last day of Spring semester is May 23
 - 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
 - Week of May 27th- 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

Tips for Submitting Time in Summer

- In June (05/31/24 – 06/30/24):
 - Please **do not** report June hours until all your students have been hired in the appropriate job code.
- In July (07/01/24 – 07/30/24):
 - 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 31, 2024**
 - 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 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

Monitoring Student Hours

- **August (07/31/24 – 08/29/24)**
 - Students may work up to 40 hours/week through August 20 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 2024 semester is Wednesday, August 21.
 - Max hours allowed during split week of 8/19/24 – 08/23/24 is 28 hours.

HOURLY STUDENT EMPLOYEES

Processing & Payroll Dates, 2024

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

Pay Period	Pay Period Dates	Hourly Pay Dates
May	05/01/2024 – 05/30/2024	June 14
June	05/31/2024 – 06/30/2024	July 15
July	07/01/2024 – 07/30/2024	August 15
August	07/31/2024 – 08/29/2024	September 13

HIRING NEW STUDENTS IN FALL

- Students who are not starting at CSUN until Fall are **NOT** eligible to work in Summer.
 - First day of August pay period: **July 31, 2024**
 - **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

ELIGIBILITY FOR STUDENT EMPLOYMENT

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

- **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?



From Here to Career Program:

Student Hiring and Processing Webinar

Isabel Casas, FHTC Student Employment Advisor

Meet The FHTC Team!



- **Nyla Dalferes**
Director, Career Center
- **Genesis Lozano**
Career Counselor, On-Campus Student Employment
- **Isabel Casas**
From Here to Career, Student Employment Advisor
- **Jasmin Torres**
Graduate Assistant
- **From Here to Career Peer Mentors:**
Kelly
Minea
Anmol





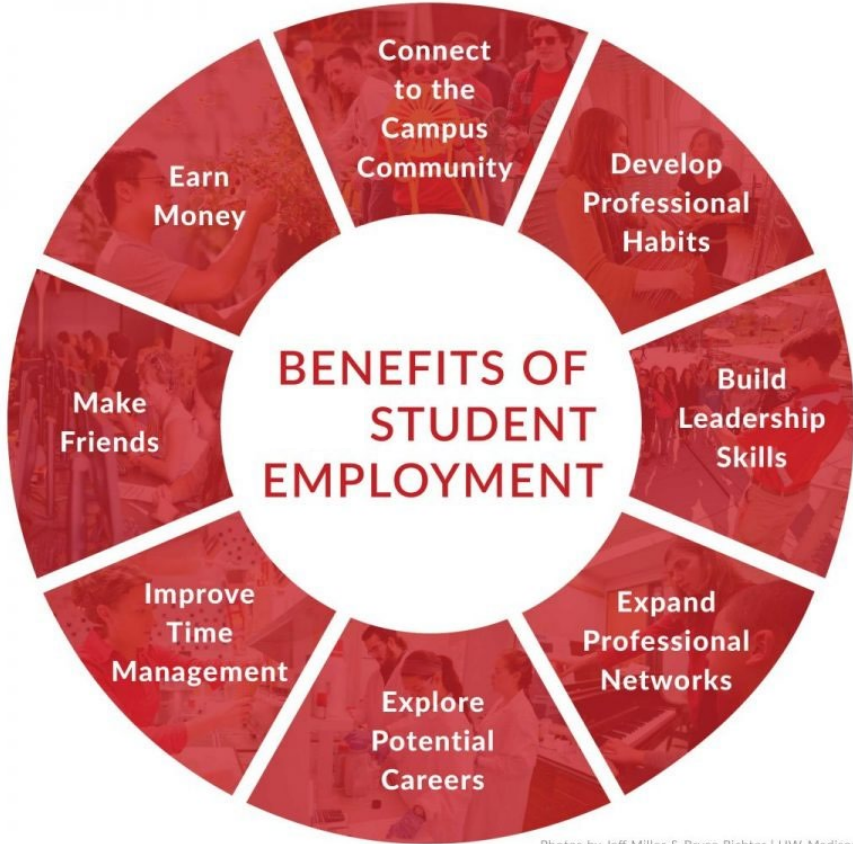
From Here to Career Taskforce!

- **Debra Hammond**
Executive Director, University Student Union
- **Frank Stranzl**
Associate Director, Employee Development & Communications, Human Resources
- **Kristen Pichler**
Human Resources Officer, University Student Union
- **Sharon Kinard**
Associate Director, Administration & Communication, University Student Union



Our Mission Statement

The mission of the on-campus student employment initiative, "From Here to Career: A Career Readiness Program" is to increase engagement and foster success in students and supervisors. The program is guided by the National Association of Colleges and Employers Career Readiness Competencies, our 9-month program cultivates a comprehensive understanding of career and self-development, communication, critical thinking, equity and inclusion, leadership, professionalism, teamwork, and technology. These competencies aim to empower participants to engage in life-long career management and succeed in the dynamic world of work.



Photos by Jeff Miller & Bryce Richter | UW-Madison

Student Employment As A High-impact Practice!



Program Goals:

- Increase engagement and foster success in students and supervisors participating in campus employment programs.
- Increase student understanding of the concepts related to life-long career management.
- Help student employees translate skills into post-college employment.
- Assist supervisors in creating the intentional practices that lead to Student Employment being considered a High Impact Practice.



SUCCESSFUL PARTICIPATION IN THE PROGRAM:

Supervisor

- Check-in with student/s regarding their progress (suggested 30-min monthly)
- Check Supervisors Canvas Course for notifications

Student Employee

- Complete Monthly Canvas Modules
- Attend 1 Alumni Meet Up per semester
- Attend 1 Peer Mentor Check-in per semester

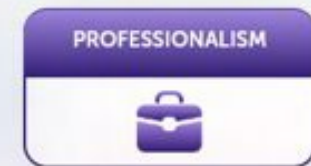
(estimated 30-min monthly)

Student Canvas Modules:

- Welcome/Intro
- Workplace Readiness
- Self-Knowledge and Work-Life Balance
- My Goals and Plans Module
- Transferable Skills
- Diversity and Inclusion
- Job Search
- Networking Skills
- Leadership
- What's Next for Your Career Path?
- Exit Survey (Receive Certificate)

Career Readiness Competencies

Career Readiness is the attainment and demonstration of competencies that prepare you for a successful transition into the workplace. Here are the most crucial competencies in today's labor market: [Career Competencies Handout \(PDF\)](#)



FROM HERE TO CAREER KICK OFF!



FHTC Alumni Meet Up 1: Navigating the Professional World (First-Gen Student to First-Gen Professional)



FHTC Alumni Meet Up 2: Health and Wellness – Establishing a Work-Life Balance

FHTC Alumni Meet-Up #2
Health & Wellness: Establishing
a Work-life Balance



Guest Speaker: Steven Wang, M.S.

Please join us for our second FHTC Alumni Meet-Up!
Connect with other student employees on campus
and learn from our alumni speaker.

Tuesday, November 7th
2:00pm to 3:00pm
Zoom Meeting ID: 830 8286 0423
Passcode: 120311



Steven Wang,

Peer Education Program
Coordinator at CSUN's Undergraduate
Counseling Services



FHTC Alumni Meet Up 3: Self-Advocacy & The Internship Search





FHTC Alumni Meet Up 4:

Pathways After Graduation: What's Next? (Alumni Panel)

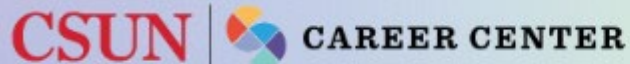
From Here to Career Presents:

Alumni Panel on Pathways After Graduation: What's Next?

*National Student Employment Week:
Spring 2024*

Isabel Casas,

FHTC Student Employment Advisor



Yannelli Mejia

*Ticketing and Technology Coordinator for the Office of
Student Development and Transitional Programs*



Ashley Reyes, MPP

*Legislative Deputy for Los Angeles City
Councilmember Eunisses Hernández,
Council District One*



Gabriel Castaneda

*Circulation Desk Lead at the
University Library, Guest Services*

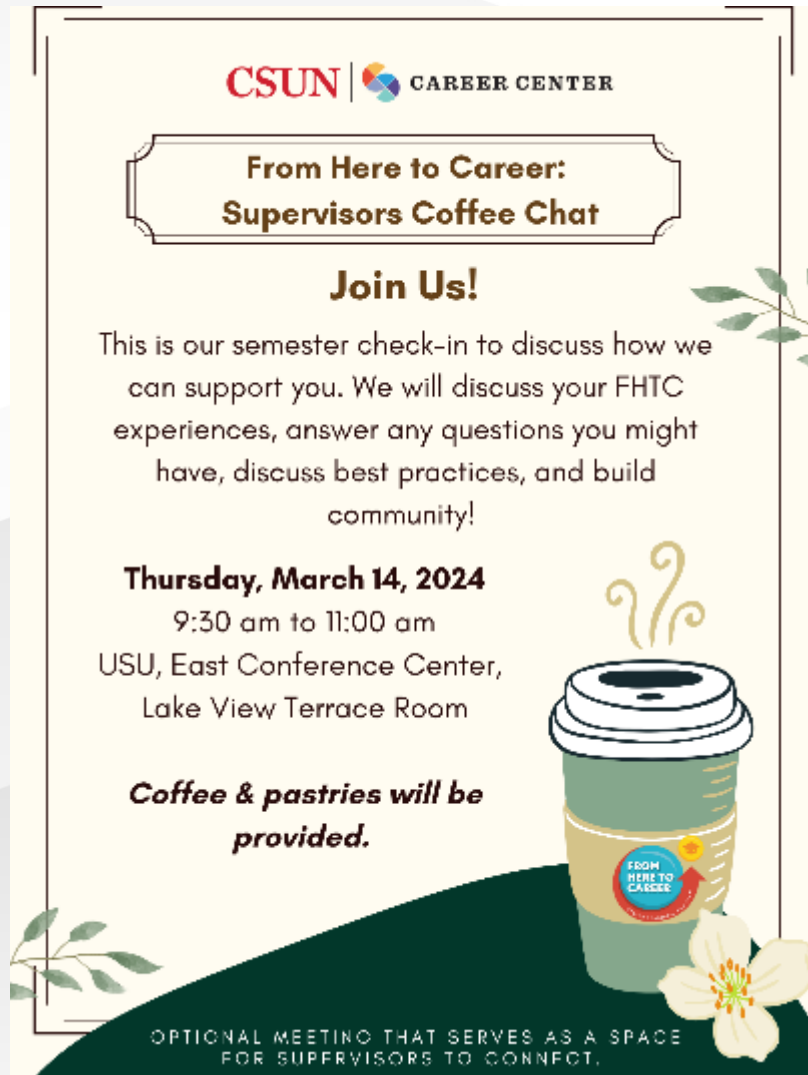



Andrea Baylian

*Digital Media and Web Specialist
for the David Nazarian College of Business
and Economics*



Supervisor Coffee Chats (In-Person)



CSUN |  CAREER CENTER


**From Here to Career:
Supervisors Coffee Chat**

Join Us!

This is our semester check-in to discuss how we can support you. We will discuss your FHTC experiences, answer any questions you might have, discuss best practices, and build community!

Thursday, March 14, 2024
9:30 am to 11:00 am
USU, East Conference Center,
Lake View Terrace Room

Coffee & pastries will be provided.



OPTIONAL MEETING THAT SERVES AS A SPACE FOR SUPERVISORS TO CONNECT.

- **Gather Feedback:** Listen to your thoughts, experiences, and any challenges you may have while supervising students or thoughts about the program thus far.
- **Identify Opportunities for Improvement:** Discuss any suggestions or recommendations you may have for making the program more effective or new components we can add.
- **Open Dialogue:** Encourage open dialogue among supervisors to share best practices and learn from each other's experiences.

Peer Mentor Engagement:

Peer-led and organized events to promote student engagement, networking opportunities, and relationship-building opportunities for student employees in the program to connect with their peer mentors.

Fall 2023:

- Meet the Mentors

Spring 2024:

- Student Engagement Workshop on *Thursday, March 14th*
- New Resources Module:
 - Peer mentors collaborated on developing an optional resources module covering time/self-management with a PowerPoint and linked videos and websites that will be published at the end of the semester!

A promotional poster for the 'Meet the Mentors' event. It features a photo of three student employees (two women and one man) in black t-shirts. The text on the poster includes: 'PRESENTED BY FROM HERE TO CAREER CAREER READINESS PROGRAM', 'MEET THE MENTORS', 'Date: Monday, November 6', 'Time: 2:00 - 3:00 PM', 'Location: Bayramian Hall 412', and 'Come grab some snacks and meet your From Here to Career Peer Mentors'. The background is a vibrant red with colorful geometric shapes.



FHTC End-of-Year Recognition

We will celebrate all the student employees who successfully completed the program and their supervisors who supported their career development during the 2023-24 academic year.

Event Details:

- Date: Wednesday, May 8th, 2024
- Time: 1:00 PM - 3:00 PM
- Location: University Student Union (USU), East Conference Center, Lake View Terrace Room

RSVP by filling out the following form: [Link Here](#)

We're excited to see you there!



Save the Date:
From Here to Career



End-of-Year Recognition

Wednesday, May 8th, 2024
1:00 PM - 3:00 PM

University Student Union,
East Conference Center,
Lake View Terrace Room

*Join us to celebrate the
accomplishments of all From
Here to Career participants.*

CSUN |  CAREER CENTER



CSUN | HUMAN RESOURCES



Benefits Of Joining Our Program:

- Supportive Supervisor Engagement & Resources
- Alumni Networking Opportunities
- Minimal Time Investment

- Access to Supervisor Toolbox
- Opportunity to Build Community
- Participate in End-of-Year Celebration



Student Testimonials 2023-24

- "The FHTC program helped me to identify strategies and resources I could use to help me in my future career beyond student employment!"
- "It was such a nice program to keep reminding myself for the transition from a student to a work professional!"
- "FHTC certainly helped me come out of my shell and discuss how to become a much more confident person in the workforce amongst my peers with its Meet-Ups and our monthly discussions. I highly recommend!"
- "After completing this program, I can honestly say I am ready to apply these skills in my job and life after college."



Interested: Next Steps!

If you are interested in learning more about our on-campus student employment career readiness program, please visit our new website by clicking [HERE](#) or join us on May 8, 2024, to hear more.

Please fill out our interest form so we can stay in touch with you when registrations open in Summer 2024!

Interest Form:

https://csun.sjc1.qualtrics.com/jfe/form/SV_bBkZskHCZSry0Ky

Help us spread the word!

Share this opportunity with any colleagues who would be interested!

Be on the lookout for Summer Info Sessions on our [website](#).





THANK YOU! QUESTIONS?

Contact Info:

isabel.casas@csun.edu

studentemployment@csun.edu