

CSUSM 2019-20
Student Employees – Employment Dates

These dates are provided each year to ensure students are employed in appropriate classifications meeting the FICA exemption requirement and to assist departments with establishing accurate and timely appointments for student employees.

General Information

<u>Job/Classification Code - Description</u>	<u>Eligible Employment Dates</u>	<u>Pay Periods</u>
1874 Bridge Student – Summer	May 31, 2019 – July 30, 2019	June pay period – July pay period
1870 Student Assistant Employment Year	July 31, 2019 – May 31, 2020	August pay period – May pay period
1870 Student enrolled during Summer	May 31, 2019 – May 31, 2020	June pay period – May pay period
1871 Work Study	August 26, 2019 – May 14, 2020	August pay period – May pay period

Always use the date your employee physically begins working as the effective date on the ePAN.

For example: If your Bridge Student will begin working on June 15, enter June 15th as the effective date on the ePAN do not use May 31st.

Students Currently Employed during 2018/19 - Automatic separation process – NO ePAN REQUIRED

- Student Assistant – Classification code 1870 will automatically be terminated in PeopleSoft effective 05/30/2019.
- Work-Study Student Assistant – Classification code 1871 will automatically be terminated in PeopleSoft effective 05/16/2019 or earlier if employee has depleted their work-study allocation. To continue employment for the remainder of May 2019, you must submit an ePAN as an 1870 to cover 05/17/2019 – 05/30/2019 which is prior to the summer employment period.

Student is not enrolled in school during Summer 2019 or is enrolled in less than 6 undergrad or 4 grad units

- Appoint as a Bridge Student Assistant (Summer only) – Classification code 1874.
- Department must submit an ePAN for any student that is working during the summer.
- Effective date of the ePAN is the first day the student will physically begin working (May 31, 2019 or later).
- ePAN expiration date will automatically be set to July 30, 2019 (last day of July 2019 pay period).
- You are **NOT** required to submit an ePAN to separate the student unless they discontinue employment with your department prior to July 2019 pay period.

Student is enrolled in school during Summer 2019 for 6 or more undergrad or 4 or more grad units

- Appoint as a Student Assistant – Classification code 1870.
- Submit ePAN - Effective date of the ePAN is the first day the student will physically begin working (5/31/19 or later).
- ePAN appointment end date will automatically be set to May 31, 2020 (last day of May 2020 pay period).
- You are **NOT** required to submit an ePAN to separate your student employee unless they discontinue employment with your department prior to May 2020.

Student Assistant for Fall 2019

- Appoint as a Student Assistant – Classification code 1870.
- Must be enrolled in classes and must maintain 6 or more undergrad or 4 or more grad units.
- Submit ePAN - Effective date of the ePAN is the first day the student will physically begin working (7/31/19 or later).
- ePAN appointment end date will automatically be set to May 31, 2020 (last day of May 2020 pay period).
- You are **NOT** required to submit an ePAN to separate the student unless they discontinue employment with your department prior to May 2020.

Departments may hire student employees throughout the year by submitting an ePAN. Always use an effective date that reflects the first day the student will physically begin working.

Employing Department Requirement

Employing departments must ensure students **do not exceed 20 hours per week for all student employment combined**. Employing departments are required to ensure student employees maintain enrollment with a minimum of 6 undergrad or 4 grad units. Students enrolled in less than 6 undergrad or 4 grad units or drop below the minimum unit requirement during the semester are not eligible for student employment. If your student drops below the minimum unit requirement, you must discontinue their employment as a Student Assistant (classification code 1870) immediately and notify Payroll Services.

If you have any questions, please contact Payroll Services at x4421.