



Student Employment 2026 - 2027

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

Class Code	Class Code Title/Description	Enrollment Status	Academic Term(s)	Employment Dates	Pay Periods
Department Funded					
1860	Student Assistant	Half-time or more*	Fall & Spring	07/31/26 - 05/31/27	08/2026 – 05/2027
			Summer, Fall & Spring	06/01/26 - 05/31/27	06/2026 – 05/2027
1874	Bridge Student Assistant	Less than half-time	Summer	06/01/26 - 07/30/26	06/2026 – 07/2027
1868	Student Assistant – Non-Citizen	Enrolled	Fall & Spring	07/31/26 - 05/31/27	08/2026 – 05/2027
			Summer, Fall & Spring	06/01/26 - 05/31/27	06/2026 – 05/2027
Work Study Funded					
1861	Student Assistant, Work Study	Half-time or more*	Fall & Spring	07/31/26 - 05/31/27	08/2025 – 05/2026
			Summer, Fall & Spring	07/01/26 - 05/31/27	07/2025 – 05/2026
1875	Bridge Student, On-Campus Work Study Bridge	Less than half-time	Summer	07/01/26 - 07/30/26	07/2025 – 07/2025
*Half-time is defined as 6 undergraduate or 4 graduate units.					

Student Employee not enrolled during Summer 2026 or enrolled in less than 6 undergrad or 4 grad units

- Department must submit an ePAN for any student that is working during the summer.
- Appoint as a Bridge Student Assistant – Class Code 1874.
- Effective date of the ePAN is the first day the student **physically begins** working (June 1, 2026, or later).
- ePAN appointment end date automatically sets to July 30, 2026 (July 31 is included in August pay period).
- ePAN NOT required to separate student employee unless employment discontinues prior to July 30, 2026.

Student Employee enrolled during Summer 2026 for 6 or more undergrad or 4 or more grad units

- Appoint as a Student Assistant – Class Code 1860.
- Effective date of the ePAN is the first day the student **physically begins** working (June 1, 2026, or later).
- ePAN appointment end date automatically sets to May 31, 2027 (last day of May 2027 pay period).
- ePAN NOT required to separate student employee unless employment discontinues prior to May 31, 2027.

Student Employee during 2026-2027 academic term

- Appoint as a Student Assistant – Class Code 1860.
- Must be enrolled in classes at CSUSM and must maintain 6 or more undergrad or 4 or more grad units.
- Effective date of the ePAN is the first day the student **physically begins** working (July 31, 2026, or later).
- ePAN appointment end date automatically sets to May 31, 2027 (last day of May 2027 pay period).
- ePAN NOT required to separate student employee unless employment discontinues prior to May 31, 2027.

Automatic Separation Process – NO ePAN REQUIRED

- Student Assistant Class Code 1860 automatically terminates effective 05/31/2027.
- Work Study Student Assistant Class Code 1861 automatically terminates effective 05/31/2027 or earlier if the employee has depleted their work study allocation. To continue employment for the remainder of the academic year, an ePAN must be submitted with Class Code 1860 to cover employment through 05/31/2027. Please monitor your work study funds to ensure an ePAN is submitted to avoid payment delays.

Student Employment Requirements

- Departments may hire student employees throughout the year by submitting an ePAN. The effective date is always the first day the student physically begins working.
- Employing departments must ensure students do not exceed 20 hours per week for all student employment combined. It is the department's responsibility to monitor student work schedules.
- 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, 4 grad units, or who drop below the minimum unit requirement during the semester are not eligible for student employment. Payroll Services must be notified immediately to separate student employee.