



**Student Employment  
2023-2024**

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
<b>Department Funded</b>					
1870	Student Assistant	Half-time or more*	Fall & Spring	08/02/23 – 05/31/24	08/2023 – 05/2024
			Summer, Fall & Spring	06/01/23 – 05/31/24	06/2023 – 05/2024
1874	Bridge Student Assistant	Less than half-time	Summer	06/01/23 – 08/01/23	06/2023 – 07/2023
1868	Student Assistant – Non-Citizen	Enrolled	Fall & Spring	08/02/23 – 05/31/24	08/2023 – 05/2024
			Summer, Fall & Spring	06/01/23 – 05/31/24	06/2023 – 05/2024
<b>Work Study Funded</b>					
1871	Student Assistant, Work Study	Half-time or more*	Fall & Spring	08/02/23 – 05/16/24	08/2023 – 05/2024
1880	Student Assistant, LAEP On-Campus Work Study		Summer, Fall & Spring	07/01/23 – 05/16/24	07/2023 – 05/2024
1875	Bridge Student, On Campus Work Study	Less than half-time	Summer	07/01/23 – 08/01/23	07/2023 – 08/2023
1882	Bridge Student, LAEP On-Campus Work Study				
<i>*Half-time is defined as 6 undergraduate or 4 graduate units.</i>					

**Student Employee Enrolled Less Half-Time During Summer 2023**

- 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, 2023, or later).
- ePAN expiration date automatically sets to August 1, 2023 (July 2023 pay period includes August 1, 2023).
- ePAN not required to separate student unless employment discontinues prior to August 1, 2023.

**Student Employee Enrolled Full-Time During Summer 2023**

- Appoint as a Student Assistant, Class Code 1870.
- Effective date of the ePAN is the first day the student **physically begins** working (June 1, 2023, or later).
- ePAN appointment end date automatically sets to May 31, 2024 (last day of May 2024 pay period).
- ePAN NOT required to separate student employee unless employment discontinues prior to May 31, 2024.

**Student Employee Enrolled Full-Time During Entire 2023-2024 Academic Term**

- Appoint as a Student Assistant, Class Code 1870.
- Must be enrolled in classes at CSUSM and must maintain 6 or more undergraduate or 4 or more graduate units.
- Effective date of the ePAN is the first day the student **physically begins** working (August 2, 2023, or later).
- ePAN appointment end date automatically sets to May 31, 2024 (last day of May 2024 pay period).
- ePAN NOT required to separate student unless employment discontinues prior to May 31, 2024.

**Automatic Separation Process – NO ePAN REQUIRED**

- Student Assistant, Class Code 1870, automatically terminates effective May 31, 2024.
- Work Study Student Assistant, Class Code 1871, automatically terminates effective May 16, 2024, or earlier if employee has depleted their work study allocation. To continue employment for the remainder of May 2024, an ePAN must be submitted with Class Code 1870 to cover May 17, 2024 – May 31, 2024.

**Student Employment Requirements**

- Departments may hire student employees throughout the year by submitting an ePAN. Effective date is always the first day the student employee physically begins working.
- Students must not exceed 20 hours per week for all student employment combined. It is the employing department's responsibility to monitor student work schedules.
- Employing departments are required to ensure student employees maintain enrollment with a minimum of 6 undergraduate 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.

If you have any questions, please contact Payroll Services at x4420.