



## Student Employment 2024 - 2025

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	07/31/24 - 05/31/25	08/2024 – 05/2025
			Summer, Fall & Spring	05/31/24 - 05/31/25	06/2024 – 05/2025
1874	Bridge Student Assistant	Less than half-time	Summer	05/31/24 - 07/30/24	06/2024 – 07/2024
1868	Student Assistant – Non-Citizen	Enrolled	Fall & Spring	07/31/24 - 05/31/25	08/2024 – 05/2025
			Summer, Fall & Spring	05/31/24 - 05/31/25	06/2024 – 05/2025
<b>Work Study Funded</b>					
1871	Student Assistant, Work Study	Half-time or more*	Fall & Spring	07/31/24 - 05/31/25	08/2024 – 05/2025
			Summer, Fall & Spring	07/01/24 - 05/31/25	07/2024 – 05/2025
1875	Bridge Student, On Campus Work Study Bridge	Less than half-time	Summer	07/01/24 - 07/30/24	07/2024 – 07/2024
<i>*Half-time is defined as 6 undergraduate or 4 graduate units.</i>					

### Student Employee not enrolled during Summer 2024 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 (May 31, 2024, or later).
- ePAN expiration date automatically sets to July 30, 2024 (July 31 is included in August pay period).
- ePAN is not required to separate student unless employment discontinues prior to July 2024 pay period.

### Student Employee enrolled during Summer 2024 for 6 or more undergrad or 4 or more grad units

- Appoint as a Student Assistant – Class Code 1870.
- Effective date of the ePAN is the first day the student **physically begins** working (5/31/24 or later).
- ePAN appointment end date automatically sets to May 31, 2025 (last day of May 2025 pay period).
- ePAN NOT required to separate student employee unless employment discontinues prior to May 31, 2025.

### Student Employee during 2024-2025 academic term

- Appoint as a Student Assistant Class Code 1870.
- 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 (7/31/24 or later).
- ePAN appointment end date automatically sets to May 31, 2025 (last day of May 2025 pay period).
- ePAN NOT required to separate student unless employment discontinues prior to May 31, 2025.

### Automatic Separation Process – NO ePAN REQUIRED

- Student Assistant Class Code 1870 automatically terminates effective 05/31/2025.
- Work Study Student Assistant Class Code 1871 automatically terminates effective 05/31/2025 or earlier if 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 1870 to cover employment through 05/31/2025. Please monitor your work study funds to ensure an ePAN is submitted to avoid delays in payment.

### 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.

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