

Payroll Services
Summer Student Assistant Hiring Procedures – Effective May 31, 2024 (June Pay Period)

Basic hiring guidelines for summer employment:

To hire CSUB students to work in the summer they must have been enrolled during the spring term in 6 units for undergrads and 4 units for grads. International students with non-resident tax status (NCS) must have been enrolled in 12 units. If a student did not attend CSUB during the spring term and you want to hire them to work in the summer, you will need to contact Human Resources to see if you might be able to hire them in a temporary “staff” classification until school starts.

The pay classification for student assistants working in the summer is the Bridge Student Assistant class of 1874. Students are hired in this classification for the period of **May 31, 2024 – July 30, 2024**. Students may work up to 40 hours per week in this class. This student assistant classification will have a 7.5% PST retirement deduction and 1.45% Medicare tax deduction taken each pay period. The retirement deduction is refundable from PST once the student ends employment with CSUB. NCS students will continue in class 1868 and are exempt from the retirement/Medicare deductions.

New Student Assistant hires:

You must hire your students through the Center for Community Engagement and Career Education and once hired, complete the Student Hire Form 105. **The hiring department will need to submit the Form 105 to Payroll Services at payroll@csub.edu.** Payroll staff will reach out to the student to complete new hire paperwork. Students will still need their social security card and other forms of ID as required to complete the USCIS I-9 form (ex: CSUB ID, driver's license, perm resident card or work authorization). **NCS students must have their Social Security Card, Form I-20, passport, visa, and work authorization.** New students have three (3) days from start of employment to present their documents to payroll to complete their hiring paperwork.

Continuing Student Employment:

Students working for a department during the spring term who will be working the June/July 2024 pay periods will need to complete the **Continuing Student Hire Form 108 (all pages)**. This form is found on the Payroll web page under “Student Assistant Resources and Forms”. Email the completed forms to payroll@csub.edu. The student will need to contact payroll if they have an address or tax exemption change or other personal employment information to update. This form must also be completed for students hired in May that will continue to work in the summer.

It is important that Payroll Services receive the forms for continuing student employees working in the month of June 2024 (beginning May 31) no later than June 10 to allow processing time during a busy transition month.

If your summer student assistant will be continuing employment during the 2024/2025 academic year beginning July 31 (August pay period), you will need to complete a new Form 108 (first page only if not an NCS student) to verify enrolled units for the year. If the student does not work in the summer but does return in the fall, the 108 Continuing Hire Form may be completed upon their return.

Work Study Students:

A new Work Study Hire Form 104 must be obtained from the Financial Aid Office each fiscal year. The hiring department completes the top section before submitting the Form 104 to payroll at payroll@csub.edu. This is a reminder that work-study students are only able to earn work-study funding through **5/30/2024** for the current 2023/2024 academic year, or until they have exhausted all funds that were awarded to them (whichever comes first). If you would like to retain the student after their work-study funds have been exhausted or after 5/30/2024, you may do so by transferring them to a student assistant. To do this during the summer period, you will need to complete a **Continuing Student Hire Form 108**. Transferring a work study student to a student assistant during the academic year will require the department to complete a **Student Assistant Transaction Form (Form 117)**.

Entering Time into myHR:

Please instruct your **summer bridge student assistants** that they must enter their time into myHR (PeopleSoft) under job code **1874**. This is essential information for them so that they do not enter their time worked in the summer in the wrong job code. Work Study students will continue to use job code 1871 and NCS students will use job code 1868.

If you have any questions, please contact Payroll Services at ext. 3369.