



# FISCAL SERVICES

## Payroll Services



### 2005 SUMMER STUDENT HIRING PROCEDURES

#### Eligibility requirements for working during summer quarter:

- All student employees must have been enrolled at CSUB spring quarter *or* currently enrolled summer quarter in eight (8) units for undergrads and (4) units for grads. Non-resident Alien students must have been enrolled spring quarter *or* currently be enrolled summer quarter in (12) units for undergrads and (8) units for grads.
- Student Assistants (SA) class 1870 working 21-40 hours per week must be rehired in "Bridge" SA class 1874.
  - Note: 7.5% retirement and 1.45% Medicare tax will be withheld each pay period from student's pay warrant for the 1874 "Bridge" class.
- Students enrolled in summer quarter may work in SA class 1870 but will be limited to 20 hours per week. If hired to work 21-40 hours per week, must be hired in class 1874.
- Instructional Student Assistants (ISA) class 1150, Work Study (WS) class 1871, Non-Resident Alien (NRA) class 1868, may work up to 40 hours per week.
- Fall quarter, pre-registered new students may *not* work in a student assistant classification but may be hired through HR as a "Casual Worker".

#### Continuing student employees currently working for your department:

- Must meet eligibility requirements listed above.
- Continuing WS students must have a new 2005/06 Financial Aid award to work during summer and may work up to 40 hours per week.
- **Form 108** will be used for hiring continuing SA and NRA students and **Form 104** for new/continuing WS students. ISA students will need a new appointment letter from the Provost Office.
- **Form 117** will continue to be used for P.S. funding changes, MSA's, and reclasses. Forms are due to Payroll two weeks prior to the close of the pay period (ex: due 7/15 for July pay period).

#### Planning to hire a new student for your department:

- Non-instructional students (SA & WS) must be hired through the Career Development Center (CDC). Instructional students (ISA) are hired through the academic Provost Office.
- Once hired, the hiring department will complete a **Form 105** for SA and NRA students (which will be e-mailed to hiring department by CDC) or **Form 104** for WS students (provided by the Financial Aid Office). The student must bring the hiring form to Payroll to complete new employee paperwork. ISA students will receive an appointment letter from the Provost and signup will be through the HR office.
- New student employees must bring original social security card and picture ID to Payroll/HR within three (3) days of hire. NRA students must also bring passport and visa.

#### Summer pay periods:

**July:** July 1 - August 1 (176 hours)

**August:** August 2 - August 31 (176 hours)

# SUMMER

