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# HUMAN RESOURCES STUDENT EMPLOYMENT

California State University,

San Bernardino

## 2018 Summer Bridge Process



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# Training Items

## Student Employment procedures:

- Background Check Update
- Student Assistant Requirements
- Non-Resident Alien (NRA) Requirements
- Review Hiring Summer Dates
- Bridge Process
- Termination Process
- Updates & Reminders



# Background Check Update!

Our Background Check Policy was revised in December of 2016

- positions with regular, direct contact with minors, and/or
- access to stored criminal offender record information and/or
- access to patients, drugs or medication
- **access to, or control on a regular basis of amounts greater than \$10,000 in cash, checks, credit cards, and/or credit card account information.**
- **access to Level 1 data.**

Please refer to the flow chart for step by step information.

Once the background check is cleared and the student is hired by department, the student must bring the confirmation email to the Student Employment Office located in Sierra Hall room 119.



# Job Codes 1870 & 1874 Requirements

- Must be eligible to work in the United States
- Must maintain a minimum 2.0 GPA cumulative and quarterly (supervisor responsibility to verify GPA)

## 1870 – Student Assistant

- **Enrollment Status:** minimum of halftime 6 units (undergraduate) or 4 units (Graduate) each quarter during the regular academic year.
- SA's are permitted to work a maximum of 20 hours per week when classes are in session. During academic breaks, SA's may work up to 40 hours per week. NO OVERTIME!

## 1874 – Bridge Student Assistant

- **Enrollment Status:** Less than 6 units.
- 40 hours. NO OVERTIME!



# Non Resident Alien (NRA) Student Requirements

Students under Job Code 1868 require the following:

- NRA students are hired on an annual base 7/01/2018 - 6/30/2019.
- Non Resident Alien (NRA) student must be eligible to work in the United States.
- Classified under Job Code 1868 on the student listing form.
- Must maintain a minimum 2.0 GPA cumulative and quarterly (supervisor responsibility to verify quarterly).
- Enrolled in fulltime courses of 12 units (Undergraduate) or 8 units (Graduate) each quarter.
- NRA students are authorized to work a maximum of 20 hours per week and 40 hours during academic breaks.
- Summer – NRA students must follow Bridge track sheet but must remain in class code 1868.
- Must validate employment eligibility and obtain NRA form (Access to these forms are provided at the College of Education 356 or by contacting 909-537-5193).
- Complete Employee Action Request form (EAR) by appointment (Access to these forms are provided at Chaparral Hall 106 or by contacting 909-537-3988 or 909-537-7575).

## Bridge and Student Assistant Track Sheet

**1874**

**Not enrolled or  
enrolled in LESS than 6  
units during summer  
session**

**Must be enrolled in 6  
units or more for Fall**



**Bridge Dates:**  
**6/20/2018 - 9/11/2018**

**Rehire Dates:**  
**9/12/2018 - 6/30/2019**


**1870**

**Enrolled in 6 units or  
more for Regular  
Session (10 Week)**

**And or**

**Session I & II**

**Must be enrolled in 6  
units or more for Fall**



**NO BRIDGE  
PAPERWORK IS  
NECESSARY**

**Rehire Dates:**  
**7/01/2018 - 6/30/2019**

**Session I – 1870**


**Session II – 1874**

**Enrolled in 6 units or  
more for Regular  
Session (10 Week)**

**And or**

**Session I ONLY**

**Must be enrolled in 6  
units or more for Fall**



**Rehire Dates:**  
**\*7/01/2018 - 7/31/2018**

**Bridge Dates:**  
**\*8/01/2018 - 9/11/2018**

**Rehire Dates:**  
**9/12/2018 - 6/30/2019**

**\*Must submit 3 transaction  
forms**

**Session I – 1874**

**Session II - 1870**

**Enrolled in 6 units or  
more for Regular  
Session (10 Week)**

**And or**

**Session II ONLY**

**Must be enrolled in 6  
units or more for Fall**



**Bridge Dates:**  
**6/20/2018 - 7/31/2018**

**Rehire Dates:**  
**\*8/01/2018 - 6/30/2019**

**\*Must submit 2 transaction  
forms**

Above Bridge dates do not apply to graduating seniors – Dates: 6/20/2018-9/07/2018

1874

## Bridge Examples

- Ex 1: 0 units enrolled total.
- Ex 2: Regular Session (10 week) 4 units, Session I & II – 0 units
- Ex 3: Session I – 4 units, Session II – 4 units
- Ex 4: Session I – 4 units, Session II -0 units
- Ex 5: Session I – 0 units, Session II – 4 units

**Not enrolled or  
enrolled in LESS than 6  
units during summer  
session**

**Must be enrolled in 6  
units or more for Fall**



**Bridge Dates:  
6/20/2018 - 9/11/2018**

**Rehire Dates:  
9/12/2018 - 6/30/2019**



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**1870**

## **Student Assistant Examples**

- Ex 1: Regular Session (10 week)- 6 units or more.
- Ex 2: Regular Session (10 week)- 4 units & Session I -2 units or more & Session II- 2 units or more.
- Ex 3: Regular Session (10 week)- 2 units & Session I- 4 units & Session II- 4 units.
- Ex 3: Regular Session (10 week) 0 units & Session I- 6 units & Session II- 6 units.

**Enrolled in 6 units or  
more for Regular  
Session (10 Week)**

**And or**

**Session I & II**

**Must be enrolled in 6  
units or more for Fall**



**NO BRIDGE  
PAPERWORK IS  
NECESSARY**

**Rehire Dates:**

**7/01/2018 - 6/30/2019**



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# Student Assistant Session I Bridge Session II

- Ex 1: Regular Session (10 week)- 4 units, Session I- 2 units, Session II- 0 units.
- Ex 2: Regular Session (10 week)- 0 units, Session I- 6 or more units, Session II- 0 units.

**Session I – 1870**

**Session II – 1874**

**Enrolled in 6 units or  
more for Regular  
Session (10 Week)**

**And or**

**Session I ONLY**

**Must be enrolled in 6  
units or more for Fall**



**Rehire Dates:**

**\*7/01/2018 - 7/31/2018**

**Bridge Dates:**

**\*8/01/2018 - 9/11/2018**

**Rehire Dates:**

**9/12/2018 - 6/30/2019**

**\*Must submit 3 transaction  
forms**



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# Bridge Session I Student Assistant Session II

- Ex. 1: Regular Session (10 week)- 4 units, Session I: 0 units, Session II- 2 units.
- Ex. 2: Regular Session (10 week)- 0 units, Session 0 units, Session II- 6 or more units.

**Session I – 1874**

**Session II - 1870**

**Enrolled in 6 units or  
more for Regular  
Session (10 Week)**

**And or**

**Session II ONLY**

**Must be enrolled in 6  
units or more for Fall**



**Bridge Dates:**

**6/20/2018 - 7/31/2018**

**Rehire Dates:**

**\*8/01/2018 - 6/30/2019**

**\*Must submit 2 transaction  
forms**

# Summer routing Slip

Name: \_\_\_\_\_

Coyote ID: \_\_\_\_\_

**INSTRUCTIONS:** Please submit the following forms to HR/Student Employment to complete hiring process before student can begin working. Once submitted, please allow up to 3 business days in order for transaction to be completed. The routing slip is a confirmation that the student has submitted all required paperwork to the Student Employment Office. **Please note new background check policy below.**

<b>Career Center</b>	<b>COMPLETED BY SUPERVISOR</b>
Job Posting ID# _____	

<b>Background Check Policy</b>	<b>COMPLETED BY SUPERVISOR</b>
<p>A background check (including criminal records checks) must be completed satisfactorily before any student will be employed in a sensitive position. Failure to satisfactorily complete the background check may affect the application status of students who apply for the position. Please refer to the HR Background Check website for more information. <a href="https://hr.csusb.edu/backgroundcheck.html">https://hr.csusb.edu/backgroundcheck.html</a></p>	
<p>I, as the hiring supervisor, have confirmed that I have read the Background Check policy concerning _____ students in any sensitive positions.</p>	
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> (Initials)	

<b>COMPLETED BY SUPERVISOR</b>	
<b>Student Unit Enrollment For Summer Term</b>	
<b>Summer Session I</b>	<b>Summer Session II</b>
Regular Session 10 Week (6/21- 9/11): _____ Units	Regular Session 10 Week (6/21- 9/11): _____ Units
Summer Session I (6/21 - 7/31): _____ Units	Summer Session II (8/1 - 9/11): _____ Units
Enrollment Total Session I: _____ Units	Enrollment Total Session II: _____ Units

<b>U.S. Citizens, Permanent Resident Aliens and "Internationals"</b>	<b>COMPLETED BY STUDENT EMPLOYMENT</b>
<div style="display: flex; align-items: flex-start;"><div style="width: 20px; height: 20px; border: 1px solid black; margin-right: 10px;"></div><div><p>Any official document(s) acceptable for I-9 eligibility to work (See List of Acceptable Documents on Page 9)</p><p>Student Assistant Employment/Transaction Request Form</p><p>Confidentiality Compliance Form (New Employees Only)</p></div></div>	



# Why is Enrollment Verification Important for Summer Appointments?

- Enrollment Verification before completing Student hiring paperwork is extremely important because Bridge Students are not FICA exempt and their pay will be subject to Retirement contribution deduction Medicare tax withholding.
- Failure to hire students under correct enrollment statuses could result in retroactive accounts receivables (overpayments) for the students.

# Graduating Seniors

- Must start Bridge appointment immediately. Appointment dates:

6/20/2018-9/07/2018

- Separation Process:

Must have pay available on last day worked. Please coordinate with Student Employment Office and Payroll to have pay ready.

- Graduating student assistants may be granted an additional quarter depending on department's budget. Student may work one term immediately following graduation hired only under a bridge appointment.
- Must only work up to last the day of finals.
- NRA Students (1868) – May or may not be eligible to work an additional term after graduating unless authorized by the International Center (program dates).

# Mass Termination

- For all students ending appointments on 6/30/2018  
Job Codes 1870 and 1868.
- For all students ending appointments on 9/11/2018  
Job codes 1874.
- No Termination forms needed!

# Update!

**CALIFORNIA STATE UNIVERSITY  
SAN BERNARDINO** Student Assistant Employment Transaction Request Form

**Student Information**

Coyote ID Number:	First Name:	M. I.	Last Name:
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**Student Academic Eligibility**

Grade Level:	Meets GPA Requirement:	Meets Enrollment Requirement:	Supervisor Initials:
	Yes	Select One	

**Background Check Requirements**

Check the boxes that apply to the student's position:

☐ Position requires being in regular, direct contact with minors.

☐ Position requires access to stored criminal offender record information.

☐ Position requires access to patients, drugs, or medication.

☐ Position requires access to, or control on a regular basis of amounts greater than \$10,000 in cash, checks, credit cards, and/or credit card account information.

☐ Position requires access to [Level 1 data](#).

If any of the boxes above are checked, a background check and/or Live Scan must be cleared in order to finalize the appointment. Students cannot begin working until the appointment has been finalized. Please complete the Background Check Request Form and send it to [backgroundcheck@csusb.edu](mailto:backgroundcheck@csusb.edu).

☐ If above descriptions do not apply to the position or if student meets [exemption](#), no background check is required.

If you have any questions regarding background checks and/or Live Scans, please contact Human Resources at (909) 537-5138.

**Job Appointment Information**

Action/Reason: Select One	Effective Date of Hire:	Appointment End Date:	Hourly Rate:	Weekly Assigned Hours: Select One
Employee Record #:	Student Job Code: Select One	Position #:	Account #:	
Department Unit #:	Department:	Handshake Job Posting ID (New Hires):		

**Department Information**

Lead Supervisor:	Coyote ID:	Secondary Supervisor: (If Applicable):	Coyote ID:
SB Supervisor (MPP Only*):	Coyote ID:	Timekeeper:	Coyote ID:
Student Reports To (MPP Only*):	Reports to Position #:		
Authorizing Administrator (MPP **):	Signature:	Date:	

\*MPP, Dean, Associate Dean, or Department Chair  
\*\*MPP, Dean, or Associate Dean

Last updated: RM 5/23/18

**Background Check Requirements, two additional items have been added to the background check requirement.**

- Access to, or control on a regular basis of amounts greater than \$10,000 in cash, checks, credit cards, and/or credit card account information.
- Level 1 Data

**Department Information Changes – All sections must be filled out for PS process:**

- SB Supervisor (MPP) fields have been added. Administrator listed as CIA Approver.

SB Supervisors must be an MPP, Dean, Associate Dean, or Department Chair.

## REMINDER:

- **Student Reports To (MPP only)** must be one of the following:  
MPP, Dean, Associate Dean, or Department Chair. PeopleSoft Reports to position number (NOT coyote ID) must be provided.
- **Authorizing Administrator** must be one of the following only:  
MPP, Dean, Associate Dean.

**Note:** Authorizing Administrator is the only required signature.



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# Reminders!

- Separation/dismissal process Per AB 2410, which amended Section 220 of the Labor Code.
- Student Evaluations Due 6/15/2018!
- Future wages:

**Schedule for California Minimum Wage rate 2017-2023.**

Date	Minimum Wage for Employers with 25 Employees or Less	Minimum Wage for Employers with 26 Employees or More
January 1, 2017	\$10.00/hour	\$10.50/hour
January 1, 2018	\$10.50/hour	\$11.00/hour
January 1, 2019	\$11.00/hour	\$12.00/hour
January 1, 2020	\$12.00/hour	\$13.00/hour
January 1, 2021	\$13.00/hour	\$14.00/hour
January 1, 2022	\$14.00/hour	\$15.00/hour
January 1, 2023	\$15.00/hour	

# Inaugural Student Employee Appreciation Event!



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# If You Have Any Questions Regarding Training Please Contact:

Rodrigo Mercado

Student Employment Lead, Human Resources

rmercado@csusb.edu (909) 537-7254 Direct Line (909) 537-7019 FAX

Joseph Ornelas

Student Employment ASC, Human Resources

Joseph.Ornelas@csusb.edu (909) 537-3437 Direct Line (909) 537-7019 FAX

Department Location:

Sierra Hall, Room 119

Office Hours: Monday-Friday 8AM-5PM

Summer Hours: Monday-Thursday 7:00AM-5:30PM



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