



CSUSB

WE DEFINE THE

Future

HUMAN RESOURCES
STUDENT EMPLOYMENT

California State University,

San Bernardino

2019 Summer Bridge Process



CSUSB

WE DEFINE THE

Future

Training Items

Student Employment procedures:

- Student Assistant Requirements
- Non-Resident Alien (NRA) Requirements
- Review Hiring Summer Dates
- Bridge Process
- Separation/Dismissal Process
- Updates & Reminders
- June Pay Period



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 7/01/2019 - 6/30/2020.
- 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:
6/19/2019 - 9/10/2019

Rehire Dates:
9/11/2019 - 6/30/2020


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:
7/01/2019 - 6/30/2020

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:
*7/01/2019 - 7/30/2019

Bridge Dates:
*7/31/2019 - 9/10/2019

Rehire Dates:
9/11/2019 - 6/30/2020

*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:
6/19/2019 - 7/30/2019

Rehire Dates:
*7/31/2019 - 6/30/2020

*Must submit 2 transaction forms

Above Bridge dates do not apply to graduating seniors – Dates: 6/19/2019-9/07/2019

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:

6/19/2019 - 9/10/2019

Rehire Dates:

9/11/2019 - 6/30/2020



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:

7/01/2019 - 6/30/2020



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:

***7/01/2019 - 7/30/2019**

Bridge Dates:

***7/31/2019 - 9/10/2019**

Rehire Dates:

9/11/2019 - 6/30/2020

***Must submit 3 transaction forms**

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 I: 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:

6/19/2019 - 7/30/2019

Rehire Dates:

***7/31/2019 - 6/30/2020**

***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.**

Handshake Posting - Only for New Hires or Vacant Positions	COMPLETED BY SUPERVISOR
Job Posting ID# _____	

Background Check Policy	COMPLETED BY SUPERVISOR
<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. https://hr.csusb.edu/backgroundcheck.html</p>	
<p>I, as the hiring supervisor, have confirmed that I have read the Background Check policy concerning students in any sensitive positions.</p>	<p>_____ (Initials)</p>

Student Unit Enrollment For Summer Term		COMPLETED BY SUPERVISOR
Summer Session I	Summer Session II	
Regular Session 10 Week (6/19- 9/10): _____ Units	Regular Session 10 Week (6/19- 9/10): _____ Units	
Summer Session I (6/19 - 7/30): _____ Units	Summer Session II (7/31- 9/10): _____ Units	
Enrollment Total Session I: _____ Units	Enrollment Total Session II: _____ Units	

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:

6/19/2019-9/07/2019

- 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).

Handshake Update

- Job Summary:
- Job Description:
- Minimum Qualifications:
- Skills/Abilities preferred:
- Supplemental:
- Other Department Information (if needed):

Job Summary:

This position will report to the Student Employment Office Lead, an office within the Human Resources Department. The Student Employment Office provides various services to both student employees and hiring departments. These services consist of programming, training, outreach, marketing, recruitment, and communicating student employee policies. Student Assistants will work directly with the Student Employment Office Lead/Specialist who will delegate day-to-day tasks and duties in the support of the program coordinating function. The primary purpose of the job is to serve as the first point of contact for those who call or visit the office.

Job Description:

- Student Assistants will serve as first point of contact for the Student Employment Office service window.
- Communicate with guest via verbal, written and electronic correspondence (i.e. answering phones, sending emails, greet clients as they enter the Human Resources Office etc.).
- Assist with new hire documents for new hires and rehires.
- Organize and track records of all documentation submitted and process by the Student Employment Office.
- Responsible for Student Payroll
- Work closely and assist CSUSB departments as they pertain to student employment procedures which include but are not limited to the Federal Work Study Office, Payroll, Human Resources, Career Center,).
- Maintain files (creating, updating and organizing).
- Assist with clerical functions for the Student Employment Office (i.e. file paperwork, maintain an organized working environment, make deliveries around campus, etc.).
- Making deliveries to university departments and programs.
- Student Assistants will assist with Student Employment programming, outreach, and other events. Typical events include, but not limited to; Job fairs, tabling, and Other Student Employment and Human Resources hosted events.
- Student Assistants will perform other duties and responsibilities as assigned.

Minimum Qualifications:

- Must maintain a 2.0-quarter and cumulative G.P.A.
- Be enrolled in at least half-time in courses at CSUSB.
- International students must be enrolled in full-time course at CSUSB.
- Possess confidentiality standards

Skills/Abilities preferred:

- Ability to communicate and write proficiently
- Ability to learn quickly and complete assignments in a timely manner
- Ability to multitask
- Incumbent must be detail oriented, punctual and reliable
- Ability to work both in a team or individual environment
- Interpersonal skills
- Experience using Microsoft word, PowerPoint, excel and other applications.

Supplemental:

- A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Mass Termination

- For all students ending appointments on 6/30/2019
Job Codes 1870 and 1868.
- For all students ending appointments on 9/10/2019
Job codes 1874.
- No Termination forms needed if student will be
rehired as bridge over the summer or rehired when
Fall quarter begins

Reminders!

New hires need to report to Student Employment Office **prior to** beginning their employment to complete the federal I-9 form. This form establishes employment eligibility and must be completed in Student Employment **within three business days of intended start date.**

Full name on provided identification documents must match exactly.

- Example of required I-9 documents (cannot be copies):

Photo ID and Social Security Card

OR

Photo ID and Birth certificate



Reminders!

Supervisors are responsible for keeping track of their student employee(s)!

- Hiring documents completed/accurate
- Supervisors of students in concurrent positions on campus need to communicate to ensure students do not exceed max hours per week/per month
- Separation/Dismissal Requests
- General updates to position (pay rate change/supervisor change)

Reminders!

Separation/dismissal process Per AB 2410, which amended Section 220 of the Labor Code:

- Separations – **Resignation (Separation)** :
 - An employee who resigns must be paid no later than 72 hours from date of separation
 - If the employee provides at least 72 hour notice of their separation, they are entitled to owed wages **at the time of separation**.
 - The 72 hours is a continuous period that includes weekends and holidays. EX: if an employee resigns without prior notice on a Friday at 5:00 p.m., the employer has until 5:00 p.m. the following Monday to pay owed wages.
- Separations – **Dismissal**: An employee who is discharged must be paid wages earned immediately.

Reminders!

- Student Evaluations Due 5/31/2019!
- 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	



CSUSB

WE DEFINE THE

Future

June Pay Period

1870 & 1874 Student Listing

Up until the 18th of June 2019, a student employee may be classified as a student assistant with an 1870 job code. On June 17 and June 18, these active student assistants are eligible to work full time as classes are no longer in session. The bridge date begins 06/19 if the student is enrolled in less than 6 units or no units during the summer.

This means you would need to report time on two listings 1870 and 1874:

- May 31 – June 7 – 24 hours total
- June 9 – June 15 – 20 hours total
- June 16 – June 22 – 40 hours total , report hours for 1874 starting on June 19.
- June23 – June 29 – 40 hours total

1870 Student Listing

Those students confirmed to be enrolled in 6 units or more during summer session one would need to report hours under only one student listing. They are able to work fulltime hours during the following two dates June 17 and June 18.

- May 31 – June 7 – 24 hours total
- June 9 – June 15 – 20 hours total
- June 16 – June 22 – 28 hours total
- June23 – June 29 – 20 hours total

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

