



CSUSB

WE DEFINE THE

Future

STUDENT EMPLOYMENT
HUMAN RESOURCES

California State University,

San Bernardino

2020 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
- Termination Process
- Updates & Reminders
- Two timesheets for the month of June



Quarter System

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

Undergraduate

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

Graduate

- **Enrollment Status:** Less than 4 units.
- 40 hours. NO OVERTIME!



Semester System

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 **3 units (Graduate)** each semester 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

Undergraduate

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

Graduate

- **Enrollment Status:** Less than 3 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 7/01/2020 - 5/30/2021.
- 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 each semester).
- Enrolled in fulltime courses of 12 units (Undergraduate) or 6 units (Graduate) each semester.
- 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 UEC 105 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 (undergraduate)/4 (graduate) units during summer session

Must be enrolled in 6 (undergraduate) units/ 3 units (graduate) or more for Fall



Bridge Dates:

6/15/2020 - 7/30/2020

Rehire Dates:

7/31/2020 - 5/30/2021

1870

Enrolled in 6 units (undergraduate) / 4 units (graduate) or more Summer Session

And

Must be enrolled in 6 (undergraduate) units/ 3 units (graduate) or more for Fall



NO BRIDGE
PAPERWORK IS
NECESSARY

Rehire Dates:

7/01/2020 - 5/30/2021

Graduating Seniors (if not enrolled in summer courses)

- Bridge dates for graduating seniors – Dates: 6/15/2020 - 8/15/2020



1874

Bridge Examples

- Ex 1: 0 units enrolled total.
- Ex 2: Summer Session: 4 units (undergraduate) or 2 units (graduate)

Not enrolled or enrolled in LESS than 6 (undergraduate)/4 (graduate) units during summer session

Must be enrolled in 6 (undergraduate) units/ 3 units (graduate) or more for Fall



Bridge Dates:

6/15/2020 - 7/30/2020

Rehire Dates:

7/31/2020 - 5/30/2021

1870

Student Assistant Examples

- Ex 1: Summer Session: 6 units
(undergraduate)/ 4 units
(graduate) or more.

Enrolled in 6 units
(undergraduate) / 4
units (graduate) or more
Summer Session

And

Must be enrolled in 6
(undergraduate) units/
3 units (graduate)
or more for Fall



NO BRIDGE
PAPERWORK IS
NECESSARY

Rehire Dates:

7/01/2020 - 5/30/2021

Additional Requirements for Bridge

- Graduating seniors must be in a current 1870 position in the same department before starting a last eligible term (semester) after graduation.
- Incoming freshman and transfer students are not eligible to work until August 17, 2020.



Graduating Seniors

- Must start Bridge appointment immediately. Appointment dates:

6/15/2020 - 8/15/2020

- Separation Process:

Must have pay available on last day worked.

- 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.
- NRA Students (1868) – May or may not be eligible to work an additional term after graduating unless authorized by the International Center (program dates).
- Graduating seniors must be in a current 1870 position in the same department before starting a bridge appointment.



Student Assistant June Pay Period Information for Job Codes 1870, 1874, & 1868

The bridge date begins June 15th for students enrolled in less than 6 units or no units during the summer. Therefore, you would need to report time on **two listings**.

- June 1st – June 13th for 1870 and
- June 15th - June 30th for 1874.

Those students confirmed to be enrolled in 6 units or more during summer session would only need to report hours on **one student listing**.

1870 Student Assistants are able to work fulltime hours during the following dates;
June 15 and June 19.

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.

Mass Termination

- For all students ending appointments on 6/30/2020
Job Codes 1870 and 1868.
- For all students ending appointments on 7/30/2020
Job codes 1874.
- No Termination forms needed!



Submitting Student Assistant Transaction Request Forms

- Submit the transaction forms to student.employment@csusb.edu.
- Subject line: Summer Bridge/SA Hire
- Multiple can all be submitted in one e-mail but each transaction must be a separate attachment.
- Rehires: Students transitioning from 1870 to 1874 may start appointment once submitted to student employment.
- New Hires: May not start working until necessary documents are completed and confirmed with the Student Employment Office.

New Hire Process

Due to the hiring slowdown to all open and planned searches, student assistant vacancies or new positions must acquire respective Vice President or Dean Approval.

Once approval is acquired, please forward the email with the approval notice to student.employment@csusb.edu along with following information:

- *Number of vacancies for this position:*
- *Anticipated start time:*
- *Hiring supervisor name(s):*
- *Hiring manager name:*

Once approved by Vice President or Dean the position will need to be posted in Handshake.

Please email Student Employment (student.employment@csusb.edu) with the approval and requested information in order to begin the process to hire your new student employees during this time.

If You Have Any Questions Regarding Training Please Contact:

Rodrigo Mercado

Student Employment Lead, Human Resources

rmercado@csusb.edu (909) 537-5225

Joseph Ornelas

Student Employment ASC, Human Resources

Joseph.Ornelas@csusb.edu (909) 537-5225

Department Location:

Sierra Hall, Room 119

Office Hours: Monday-Friday 8AM-5PM



CSUSB WE DEFINE THE *Future*