STUDENT EMPLOYMENT

HUMAN RESOURCES

California State University,

San Bernardino

2021 Summer Bridge Process

Bridge / Summer Session Training Items

■ Student Assistant Requirements

■ Non-Resident Alien (NRA) Requirements

■ Review Hiring Summer Dates

■ Bridge Process / Track Sheet

■ New Hire Requests (Hiring Slowdown still in effect)

■ [Student Assistant Employment Transaction Request Form](#) submission

■ Graduating Student Employees

■ Mass Terminations / Separation Process

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 per semester (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!

Polls!

Non-Resident Alien (NRA) Student Requirements

Students under Job Code 1868 require the following:

- NRA students are hired on an annual base 06/01/2021 - 05/30/2022.

- 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 per semester (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 via the CSUSB International Education Program cisp@csusb.edu).

- Complete Employee Action Request form (EAR) by appointment (Access to this form is provided via Accounting Services, please contact Maggie Mutadzakupa mmutadza@csusb.edu).

Polls!

Bridge and Student Assistant Track Sheet

1874	1870	Session I – 1870 Session II – 1874	Session I – 1874 Session II - 1870
Not enrolled or enrolled in **LESS** than 6 (undergraduate)/3 (graduate) units during summer session Must be enrolled in 6 (undergraduate) units/ 3 units (graduate) or more for Fall ⬇	Enrolled in 6 units or more (undergraduate)/3 units or more (graduate) for Regular Session (10 Week) And or Session I & II Must be enrolled in 6 (undergraduate) units/ 3 units (graduate) or more for Fall ⬇	Enrolled in 6 units or more (undergraduate)/3 units or more (graduate) for Regular Session (10 Week) And or Session I ONLY Must be enrolled in 6 (undergraduate) units/ 3 units (graduate) or more for Fall ⬇	Enrolled in 6 units or more (undergraduate)/3 units or more (graduate) for Regular Session (10 Week) And or Session II ONLY Must be enrolled in 6 (undergraduate) units/ 3 units (graduate) or more for Fall ⬇
Bridge (1874) Dates: 6/01/2021 - 8/16/2021	**NO BRIDGE** PAPERWORK IS NECESSARY	Rehire (1870) Dates: *6/01/2021 - 7/07/2021	Bridge (1874) Dates: 6/01/2021 - 7/07/2021
Rehire (1870) Dates: 8/17/2021 - 5/30/2022	Rehire (1870) Dates: 6/01/2021 - 5/30/2022	Bridge (1874) Dates: *7/08/2021 - 8/16/2021 Rehire (1870) Dates: 8/17/2021 - 5/30/2022 *Must submit 3 transaction forms	Rehire (1870) Dates: *7/08/2021 - 5/30/2022 *Must submit 2 transaction forms

Above Bridge dates do not apply to graduating seniors – Dates: 06/01/2021 - 08/11/2021

Bridge Examples

- Ex 1: 0 units enrolled total.

- Ex 2: Summer Session (10 week): 4 units (undergraduate) or 2 units (graduate)

- Undergrad Ex 3: Summer Session (10 week) 4 units Session I & II – 0 units

- Undergrad Ex 4:
  - Session I – 4 units,
  - Session II – 4 units

- Undergrad Ex 5:
  - Session I – 4 units,
  - Session II - 0 units

- Undergrad Ex 6:
  - Session I – 0 units,
  - Session II – 4 units

1874

Not enrolled or enrolled in **LESS** than 6 (undergraduate)/3 (graduate) units during summer session

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

Bridge (1874) Dates:

6/01/2021 - 8/16/2021

Rehire (1870) Dates:

8/17/2021 - 5/30/2022

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Student Assistant Examples

- Ex 1: Summer Session (10 weeks): 6 units (undergraduate)/ 3 units (graduate) or more.

- Undergrad/Grad Ex 2: Regular Session (10 week)- 4 units & Session I -2 units or more & Session II- 2 units or more.

- Undergrad/Grad Ex 3: Regular Session (10 week)- 2 units & Session I- 4 units & Session II- 4 units.

- Undergrad/ Grad Ex 3: Regular Session (10 week) 0 units & Session I- 6 units & Session II- 6 units.

1870

Enrolled in 6 units or more (undergraduate)/3 units or more (graduate) for Regular Session (10 Week)

And or

Session I & II

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

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NO BRIDGE
PAPERWORK IS NECESSARY

Rehire (1870) Dates:
6/01/2021 - 5/30/2022

Student Assistant
Session I
Bridge Session II

- Ex 1: Summer Session (10 weeks): 4 units (undergraduate)/ 2 units (graduate) plus Session I only 2 unit course and Session II 0 units

- Undergrad Ex 2: Summer Session (10 weeks): 2 units plus Session I 4 additional units and Session II only 2 units

Session I – 1870

Session II – 1874

Enrolled in 6 units or more (undergraduate)/3 units or more (graduate) for Regular Session (10 Week)

And or

Session I ONLY

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

Rehire (1870) Dates:

*6/01/2021 - 7/07/2021

Bridge (1874) Dates:

*7/08/2021 - 8/16/2021

Rehire (1870) Dates:

8/17/2021 - 5/30/2022

*Must submit 3 transaction forms

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Bridge Session I
Student Assistant
Session II

- Ex 1: Summer Session (10 weeks): 4 units (undergraduate)/ 2 units (graduate) plus Session I: 0 units, Session II- 2 units

- Ex 2: Summer Session (10 weeks): 0 unit enrollment plus Session I: 0 units, Session II- 6 or more units.

Session I – 1874

Session II - 1870

Enrolled in 6 units or more (undergraduate)/3 units or more (graduate) for Regular Session (10 Week)

And or

Session II ONLY

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

Bridge (1874) Dates:

6/01/2021 - 7/07/2021

Rehire (1870) Dates:

*7/08/2021 - 5/30/2022

*Must submit 2 transaction forms

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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 statues could result in retroactive accounts receivables (overpayments) for the students.

- Updates / changes in student enrollment is extremely important to communicate during this time

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.

Submitting Student Assistant Transaction Request Forms

- Submit the transaction form(s) to student.employment@csusb.edu.

- Subject line: Summer Bridge/SA Hire

- Multiple requests may be submitted in one e-mail but each transaction must be a separate attachment in your email notice.

- Rehires: Students transitioning from 1870 to 1874 may start appointment once submitted to student employment.

- New Hires: Email Student Employment for further instructions. New hire intake will occur via MyCoyote email correspondence and a ZOOM video conference session, respectively. May not start working until necessary documents are completed / confirmed by Student Employment.

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, 2021.

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Graduating Seniors

- Graduating student assistants may be granted an additional employment term depending on department's budget. Student may work one term immediately following graduation hired only under an 1874 bridge appointment.

- Must start 1874 Bridge appointment immediately. Appointment dates:

  06/01/2021 - 08/11/2021

- Separation Process:

  Per CA Labor Code, must have pay available on last day worked.

- 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.

Polls!

Mass Termination

- For all students ending appointments on 5/30/2021
  Job Codes 1870 and 1868.

- For all students ending appointments on 8/16/2021
  Job codes 1874.

- No Termination forms needed!

**Student Employment
Human Resources**

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
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CSUSB Student Employment
Sierra Hall, Room 119
student.employment@csusb.edu
(909) 537-5225
Office hours: 8AM – 5PM (Pacific)
Monday - Friday