

SUMMER 2011 STUDENT PAY PROCESS

The following is provided for your information to ensure the timely processing of Summer student employees.

JUNE THROUGH AUGUST TIMELINE

Beginning Now	Departments can convert (rehire) all new and active students employees into Bridge Student Assistants (1874) pay class with an effective date of 06/01/2011.
Beginning Now	Departments should be working with any current NRA Student Assistant (1868) to ensure the employee has a current work permit that does not expire prior to August 1, 2011. All new work permits should be presented to Payroll Services prior to June 3. NRA Student Assistants can contact International Student Services and Programs – Joyal Room 256 for more information on work permits.
May 31	All active Student Assistant positions (1870, 1871, 1872 and 1868) will be terminated automatically.
June 1	Departments can rehire any Student Assistant (1870 or 1868) who will remain employed during June and July, who is enrolled in the Summer Session, and will only be working 20 hours per week.
June 10	Last day for departments to enter rehire transactions for all Student Assistants or Bridge Student Assistants with an effective date of June 1, 2011.
June 15	Payday for all students/temporary help for May pay period.
June 24-July 5	Enter student time for June pay. Deadline: July 5.
July 15	Payday for all students/temporary help for June pay period.
July 25-August 4	Enter student time for July pay. Deadline: August 4.
August 1	Last day of July pay period and last day as Bridge. If you have Student Assistants (1870 or 1868) who worked during the summer who won't be working in August, terminate them with an effective date of 08/01/2011.
August 2	Departments should convert (rehire) Bridge Student Assistants (1874) to the appropriate classification for the fall semester effective August 2, either an 1870, 1871, or 1872.
August 15	Payday for all students/temporary help for July pay period.
August 20	CIS will terminate ALL active Bridge Student Assistants (1874) effective date 08/01/2011. If you have Student Assistants (1870 or 1868) who worked during the summer who won't be working in August, terminate them with and effective date of 08/01/2011.

DEPARTMENT RESPONSIBILITIES

- During June and July, student employees attending Summer Session are limited to 20 hours per week and student employees not attending Summer Session are limited to 40 hours per week. Neither Student Assistants or Bridge Student Assistants should be approved to work overtime. Payments for those working full time during June or July 2011 can not exceed 176 hours. Student employees do not earn leave credits.
- Employers must ensure that their student employees are properly classified according to the table below.
- All departments must comply with the Fair Labor Standards Act. More information is referenced below.
- Departments are responsible for verifying that individuals classified as 1870's are attending Summer Session. When completing the Student Assistant vouchers for individuals attending Summer Sessions, the departments are advised to ensure that the student checks the following statement that has been added to the Student Assistant Voucher: **I CERTIFY THAT I AM ENROLLED IN SUMMER SESSION AND THEREFORE QUALIFY TO BE PAID AS IN A 1870 (STUDENT ASSISTANT) PAY CLASS WHICH IS EXEMPT FROM FICA (Medicare Tax).**

CLASSIFICATION TABLE

Classification	Class Code	Description
Student Assistant	1870	US Citizen/Permanent Resident, matriculated Fresno State student enrolled in Summer Session and working during June/July. Limited to 20 hours per week (IRS).
Bridge Student Assistant	1874	US Citizen/Permanent Resident, matriculated Fresno State student, not enrolled in Summer Session but working during June/July. Limited to 40 hours per week.
NRA Student Assistant	1868	Non-US Citizen/Non-Residents, matriculated Fresno State student employee working during June/July. NRA Students (1868's) must provide Payroll with a current work permit by June 9. To obtain a current work permit, contact International Students Services and Programs – Joyal 2561. No change in classification is necessary during June and July. If the individual is enrolled in the Summer Session, then the individual is limited to 20 hours per week (IRS).

TIME ADMINISTRATION PROCESSES

- These CSU HR Student Process transactions can be future-dated but use caution because departments do not have correction mode. Call Payroll Services at x83960 for corrections.

Effective Date	Transaction	Action/Reason Codes
05/31/2011	All active 1870, 1871, 1872 and 1868 will be automatically terminated. If the employee is going to be working during summer months, they must be rehired into the proper classification effective 06/01/2011.	System Generated – Campus Departments do not need to input terminations
06/01/2011	Rehire 1870 as 1874	REH/REH
06/01/2011	Rehire 1870 or 1868 if enrolled in Summer Session	REH/REH
06/01/2011	If needed, change pay rate (timing is critical) *	PAY/SPC
08/01/2011	Terminate 1870s and 1868s if they won't be continuing	TER/END
08/02/2011	Rehire (convert) 1874 to 1870, 1871, or 1872	REH/REH

*CAUTION: Pay rate changes must be effective dated with the first day of the pay period. We need to emphasize that departments should not change a Bridge employee's pay rate after they have been hired into that class because there is a high probability that pay will not issue properly. The pay rate can be change when a individual is hired into a Bridge Student (1874) position effective 6/01/11.

- Calendar for Time Entry Processing for June and July

Month	Inclusive Dates	Processing Window	Deadline	Payday
June	June 1 through June 30	June 24 through July 5	July 5	July 15
July	July 1 through August 1	July 25 through August 4	August 4	August 15

EARNINGS WITHHOLDING INFORMATION FOR STUDENTS

- All earnings are subject to Federal and State withholding.

Classification	Class Code	Subject to Federal and State Withholding?	Subject to Social Security (6.2%) and Medicare (FICA) (1.45%) Withholding? ²	Subject to mandatory enrollment in PST (retirement plan) 7.5% rate? ¹
Student Assistant	1870	Yes	No	No
NRA Student Assistant	1868	Yes but tax treaties need to be considered.	Depends. F, J, M, and Q visa holders are exempt from FICA during their "exempt" years.	No
Bridge Student Assistant	1874	Yes	Medicare Only	Yes

- ¹ Payroll Services will automatically enroll Bridge employees into the Part-Time, Seasonal, and Temporary (PST), retirement plan administered by the Department of Personnel Administration. Enrollment into this retirement plan is mandatory. Refunds for all monies deposited into this account are allowed 90 days after separation from employment. Instructions for requesting a refund form can be found on the Payroll Services website at: [PST Fact Sheet](#).
- ² 1870 earnings are exempt from Social Security and Medicare (FICA) coverage pursuant to IRS Code Section 3121(b) (10). 1870 employees are exempt from enrolling in the alternate retirement plan (PST). To remain in compliance with IRS, student employees who are attending Summer Session are limited to 20 hours per week.

FOR MORE INFORMATION

- HCM 8.9 Business Process Guide: [Time Administration Process](#)
- FLSA Overview: [Fair Labor Standards Act \(FLSA\)](#)
- [Student info - Payroll Services website](#)
- Current [Student Help Voucher](#)
- [PST Fact Sheet](#)
- Contact: ▶Beneza@ 8-5017 ▶Cindy@ 8-2752 ▶Jeri @ 8-5311