



**SAN FRANCISCO
STATE UNIVERSITY**

San Francisco State University

Human Resources, ADM 252
1600 Holloway Avenue
San Francisco, California
94132-4252

Tel: (415) 338-1872
Fax: (415) 338-0521

May 3, 2016

Summer 2016 Student Employment

Work-Study Students (1871, 1875) and Instructional Support Assistants (1151) will not be eligible for work-study allocations during the Summer of 2016. The last day that students will be able to work under work-study job codes is 5/25/16.

If you have student assistants **who do not take at least 3 units of summer** classes per month OR who work **more than an average of 20 hours per week** during the summer period **6/01/16** through **8/31/16**, the department must complete an E-TRAC to place students into a "Summer Bridge" position (class code 1874).

During the months of June, July and August, Student workers who meet the above criteria for the 1874 class code will be required to contribute to Retirement and Medicare under Internal Revenue Services (IRS) regulations. Only students enrolled under a J1 or F1 Visa are excluded from Retirement and Medicare deductions. All other students who work during the summer are required to contribute to Retirement and Medicare **unless they are enrolled in at least three (3) units per month and do not work more than an average of 20 hours per week during each month they claim exemption.**

E-TRACs for all 1874 appointments must be submitted and approved by the department by **June 15, 2016.**

E-TRACs that are submitted after this date will result in delayed payment.

In order to assist with the processing of student employees into this classification, there are some short notes below, for more detailed information or assistance please contact your payroll technician, or utilize the payroll footprints form at: <http://hr.sfsu.edu/content/submit-payroll-services-request>

If an **active bridge appointment does not exist** or the existing bridge appointment is terminated, E-TRAC creators will need to process an **Employee Hire** request under the bridge position number.

- If an **active bridge appointment already exists**, and the appointment end date has not expired, E-TRAC creators will need to complete an **Employee Change** transaction as follows:
 - **Action:** Data Change
 - **Reason:** New Temp Appointment
- If a **bridge appointment has expired** but has **not been terminated** and the appointment date is **not** continuous, then the position must be:

- 1) terminated by completing a termination ETRAC and
- 2) **a new hire** ETRAC needs to be created.

Subsequent changes to student pay rates require an Employee Change E-TRAC as follows:

- **Action:** Pay Rate Change
- **Reason:** Student Pay Rate Change

Additional Update for Summer - Instructional Support Assistants 1150

** For any 1150 changes in hours worked after initial appointment, please contact your Payroll Analyst for further information. Please monitor your student total hours worked for all positions.*

- Class/Job Code 1150: Appointment end date should be **August 31, 2016** (end of Summer)
- If an 1150 employee is working more than an average of 20 hrs. per week, the employee will need to be placed in a retirement plan. In order for Payroll to assign the retirement plan, hours working must be indicated in the remarks column of the E-TRAC.

If a change occurs regarding average hours worked (more than or less than an average of 20 hours per week) during the month, an E-TRAC must be submitted to indicate the change in hours worked.

Graduating /Terminating Students

Graduating students cannot work beyond **May 27, 2016**, unless they are a continuing student in the upcoming fall semester. If they are continuing student, they will need to be hired as a bridge student for summer. Please create a termination ETRAC for each of your graduating students.

- **Action:** Termination
- **Reason:** End of Temporary Appointment
-

Options for final timesheet:

- If hours were entered online via timesheet, please print a copy of the online timesheet and include 1st and 2nd level approver signatures. Please print each approver's name below their signatures.
- If the student did not enter hours online via timesheet, please manually fill out and turn in a Summer Student Pay Voucher. The manual student pay voucher is available via this link:
http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/assets/online_forms/Payroll/Student_Voucher_summer_reader.pdf

If you have any further questions do not hesitate to contact your department payroll representatives.