



**May 5, 2017**

**To:** Supervisors and Department Support Staff with Student Employees  
**From:** Human Resources, Payroll Department  
**Subject:** Student Employment - Summer 2017

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**GRADUATING/TERMINATING STUDENTS**

Graduating students cannot work beyond **May 25, 2017**, unless they are a continuing student in the upcoming Fall semester. If they are a continuing student, they will need to be hired as a "Bridge" student for the summer (see below).

For those students who are graduating/not continuing employment, ***it is important that Payroll be able to release their final paycheck to them on their last day of employment.*** In order to do this, a **manual** timesheet must be submitted. Please complete and submit a Summer Student Pay Voucher, and indicate the termination E-TRAC number on top of the timesheet. **This must be submitted to Payroll at least 5 days prior to separation.**

Summer Student Pay Voucher Form:

[http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/assets/online\\_forms/Payroll/Student\\_Voucher\\_summer\\_reader.pdf](http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/assets/online_forms/Payroll/Student_Voucher_summer_reader.pdf)

**WORK STUDY DEADLINE**

The last day students will be able to work under Work-Study job codes is **May, 25, 2017**. The following Work-Study job codes are impacted and are NOT eligible for Work-Study allocations during Summer 2017:

- Work-Study Students (1871)
- Work-Study Students (1875)
- Instructional Support Assistants (1151)

**REQUIREMENTS FOR STUDENT ASSISTANT SUMMER HIRES:**

During the months of June, July and August, student workers who meet certain criteria will be required to be placed in a "Summer Bridge" position and contribute to Retirement and Medicare under Internal Revenue Services (IRS) regulations.

**Students who meet the following criteria must be placed into a Bridge position (class code 1874):**

- Enrolled in **less than 3 units** of summer classes.
- Work **more than an average of 20 hours per week** during the summer period **6/01/17** through **8/31/17**.



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Only the following students are exempt from paying Retirement and Medicare deductions; They do **not** need to be placed into a Summer Bridge position.

- Students enrolled under a J1 or F1 Visa.
- Students enrolled in at least 3 units per month.
- Students who work an average of 20 hours or less per week during the summer period **6/01/17** through **8/31/17**.

#### **E-TRAC DEADLINE:**

Department staff must complete an E-TRAC to place students into a summer Bridge position (class code 1874). E-TRACs must be submitted and approved by the department by **June 15, 2017**. Any that are submitted after this date will result in a delayed payment.

#### **E-TRAC & PAYROLL PROCESS TIPS FOR SUPPORT STAFF:**

- If you do not currently have any **active Bridge appointments** for any student or an existing Bridge appointment has been terminated, E-TRAC creators will need to process an **Employee Hire** E-TRAC to create a new Bridge appointment for the student.
- If an **active Bridge appointment for a student 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 appointment must be terminated by completing a **Termination** E-TRAC and then submitting a separate **New Hire** E-TRAC.
- Pay Rate changes to active appointments require an **Employee Change** E-TRAC as follows:
  - **Action:** Pay Rate Change
  - **Reason:** Student Pay Rate Change
- **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, 2017** (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 scheduled **must be indicated in the "Remarks" section 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, which may result in a change in their retirement contribution.

For further assistance, please contact your payroll technician, or utilize the payroll service request form at: <http://hr.sfsu.edu/content/submit-payroll-services-request>

Thank you.