



## Summer Student Hiring Procedures

### Planning to hire a new student for your department:

- Student must have been enrolled at CSUB the previous **spring** quarter or current **summer** quarter in eight (8) units for undergrads or four (4) units for grads. International student enrollment requires twelve (12) units for undergrads or eight (8) units for grads.
- Student must be hired through the Career Development Center. Student must personally bring a completed Student Hiring form 105 or Work Study form 104 with respective departmental signatures, original social security card, and picture ID to Payroll to complete student hiring paperwork.
- For reclass, salary rate, or position funding change, departments must submit form 117 at least two weeks prior to end of the current pay period.
- Students may work in one of the classifications listed below.

### Continuing Student Assistants-“Bridge” class 1874:

- Student must have been enrolled at CSUB the previous **spring** quarter with unit requirements as listed above. A mandatory 7.5% retirement and 1.45% Medicare deduction will be deducted each pay period. This class allows students to work up to fulltime. Students working more than 40 hours per week are subject to overtime pay.
- Departments will complete and sign the **Continuing Student Hire Form 108**, and send the student to Payroll to complete “**Bridge**” paperwork.

-or-

### New/Continuing Student Assistants - class 1870:

- Must be enrolled in **summer** quarter with same unit requirements as stated above.
- Limited to 20 hours per week. No retirement or Medicare will be deducted.

-or-

### Work Study Student Assistants – class 1871:

- Students will need a new 2004/05 Financial Aid award. Financial Aid will issue Work Study Hire Form 104 to department and student must personally bring the form to Payroll after obtaining appropriate signatures.
- Contact the Financial Aid Office for award information and unit requirements.

### Payroll Summer Bridge Duration:

**Effective Date 07/01/2004**

**End Date 08/31/2004**

