

Student Payroll Update – Fall 2023

Date: **07/17/2023**

To: **Student Payroll Coordinators**

From: **The Center for Human Resources, Payroll Services**

As the fall semester approaches, here are a few reminders regarding student payroll...

***Brand new students effective the Fall semester may begin working on August 2, 2023.** Newly hired student employees may not work prior to this date. Please ensure that newly hired student employees do not work until the email notification from the Center for Human Resources is received.

1. **Students that were hired during the summer through August 01, 2023**, should be reappointed in the appropriate student classification beginning **August 2, 2023**, through **May 30, 2024**.
 - a. Do not use a Position Number Change SEA action when changing student classifications. i.e. 1874 to 1870
 - b. Position Number Changes are used specifically for funding purposes, in the same classification, and should be effective with the first day of the pay period.
2. **Per Student Handbook guidelines, students who graduated in Summer 2023 can work as a bridge student effective August 2, 2023**, through **January 15, 2024**.
 - a. NRA students (e.g., F-1/J-1 visa types) are bound by USCIS immigration laws and cannot work in student roles after graduating.
3. **All students employed for the new academic year should be appointed through 5/30/2024**. However, if you intend to appoint students by the semester, please use **12/31/2023** for the fall. Our office runs a process that automatically terminates all students and having a consistent end date for all student employees helps with processing student terminations.
4. If your student employee's appointment will end prior to their projected end date, all hours worked in their final pay period must be approved on the [Time and Labor Approval](#) page prior to submitting a **Termination SEA**.
5. **Newly Hired Federal Work Study Students can begin working on August 21, 2023**. The Federal Work Study SEA form will be available on the CHR website on July 17, 2023. ***Please refer to the "Federal Work-Study Reminders" email that will be sent from OFAS for further FWS information.**

6. A new position description must be submitted for all fall Federal Work Study positions that do not already have an updated job description on file. This requirement is related to the transition of tracking Federal Work Study Position Descriptions from the Office of Financial Aid and Scholarships to the Center for Human Resources (CHR). Further information is provided on the CHR website under [Student Hiring](#). **If you have questions regarding the process for position descriptions please contact Rachael Stalman at (619) 594-0473.**
7. **Monitor your employee's hours and status.** Please make sure your student employees are not working more hours than are allowed during the pay period. They may work 20 hours per week while classes are in session and 40 hours per week during finals and breaks. **Student employees are not eligible to work overtime!**
8. **Concurrent Positions.** Please remember that any student classification i.e. 1150, 2355, 2354 etc. **cannot** work concurrently outside of a student classification and cannot work over 20 hours per week combined.
9. For more information on student hiring please review the [CSU Guidelines for Student Assistants](#) on the HR SharePoint website.

If you have any questions or concerns, please call your [Payroll Technician](#) or the main Payroll Services line at (619) 594-5251. Thanks for your continued cooperation!