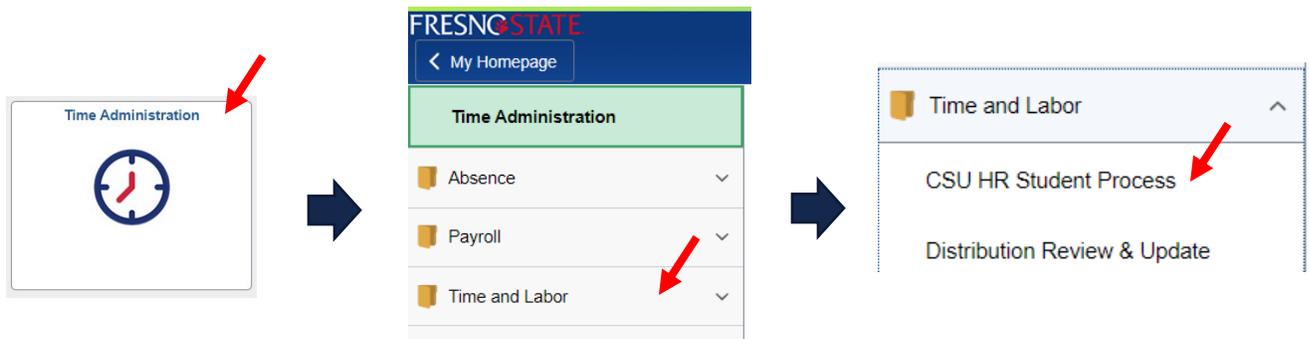


Student Assistant Summer Conversion Process Guide

This process guide will assist you with converting Student Assistants (1870, 1871, 1872, etc.) to the Summer Bridge Student Assistant (1874) classification. The Summer Bridge Student Assistant conversion only applies to the students who will **not** be attending summer session. This process does not apply to the Non-Residential Student Assistant (1868) classification, unless their citizen status has changed.

When you're ready to convert your student assistant(s), you will navigate to **CSU HR Student Process** in PeopleSoft.

1. Log into **My.FresnoState.edu**
2. Click on the **Time Administration** icon, click **Time and Labor** and click **CSU HR Student Process**.



The **Student Employee Search** screen will display.

3. Enter the **Empl ID**, click **Student Employee Search** and the **Student Job Summary** will display (two samples of what that may look like).

CSU Student Search

Student Employee Search

Student Administration Work Study

Student Search Information (enter at least 1)

Empl ID National ID

Last Name

First Name

Student Job Summary Sample 1 – One employment record

Empl ID ***** Birthdate **/** National ID ***.**.****

Name *****

Student **Future Job Personalize | Find | View All | First 1 of 1 Last

Student Current Job Personalize | Find | View All | First 1 of 1 Last

Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Std Hours	FTE	Add Row	Correct	Job History	Time Rpt
0	03/14/2023	0	00435906	45435	1870	Active	HIR	APT	0.01	0.000250	<input type="button" value="Add Row"/>	<input type="button" value="Correct"/>	<input type="button" value="Job History"/>	<input type="button" value="Time Rpt"/>

Student Job Summary Sample 2 – Multiple employment

Empl ID ***** Birthdate **/** National ID ***.**.****

Name *****

Student **Future Job Personalize | Find | View All | First 1 of 1 Last

Student Current Job Personalize | Find | View All | First 1-4 of 4 Last

Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Std Hours	FTE	Add Row	Correct	Job History	Time Rpt
0	03/11/2020	0	00243906	32243	1870	Terminated	TER	END	0.40	0.010000	<input type="button" value="Add Row"/>	<input type="button" value="Correct"/>	<input type="button" value="Job History"/>	<input type="button" value="Time Rpt"/>
2	06/01/2020	0	00240961	32240	1874	Terminated	TER	END	0.40	0.010000	<input type="button" value="Add Row"/>	<input type="button" value="Correct"/>	<input type="button" value="Job History"/>	<input type="button" value="Time Rpt"/>
3	08/18/2022	0	00240961	32240	1874	Terminated	TER	END	0.40	0.010000	<input type="button" value="Add Row"/>	<input type="button" value="Correct"/>	<input type="button" value="Job History"/>	<input type="button" value="Time Rpt"/>

If the **Student Job Summary** screen contains only one record, you should verify that the DeptID is for your department and pay attention to the Payroll Status as this will determine what needs to be entered on the next screen.

1. Verify the **DeptID** and **Payroll Status** and click **Add Row**.

Student Job Summary

Empl ID ***** Birthdate **/** National ID ***.**.*.****
 Name *****

Student **Future Job Personalize | Find | View All | First 1 of 1 Last

Student Current Job													Personalize	Find	View All	First	1 of 1	Last
Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Stnd Hours	FTE	Add Row	Correct	Job History	Time Rpt				
0	03/14/2023	0	00435906	45435	1870	Active	HIR	APT	0.01	0.000250	<input type="button" value="Add Row"/>	<input type="button" value="Correct"/>	<input type="button" value="Job History"/>	<input type="button" value="Time Rpt"/>				

The **Add Row** page will display.

2. Change the **Effective Date** to the first day of the June pay period. If you are unsure of when the pay period begins, please reference the [Payroll Calendar](#).
3. Input the **Action/Reason** as **DTA/APT**.
 - a. DTA/APT is used when someone is currently in active status and is being reappointed or in this instance being converted to another student assistant classification.
 - b. If the Payroll Status had been terminated, the Action/Reason would be REH/REH to rehire the student assistant.
4. Click on the magnifying glass to find the **Position Number** associated with the Summer Bridge Student Assistant classification for the department.

Add Row

Empl ID ***** Nbr 0 *****

Student Job Information

Payroll Status Active

*Effective Date 06/01/2023 Effective Seq# 0

*Action/Reason DTA APT

*Position Number 00435906 Student Assistant

The **Look Up Position Number** screen will display.

5. Change the Search by criteria to **Department**, enter your 5-digit department number, click **Look Up** and the Search Results will display.
6. Click on the line that pertains to the **Summer Bridge Student Asst (1874)**.

Search by: Department begins with 45435

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-4 of 4 Last

Department	Position Number	Description	Business Unit	Job Code	Position Status	Job Sharing Permitted	Reports To Position Number
45435	00435906	Student Assistant	FRSNO	1870	Approved	Y	00002024
45435	00435907	Student-Non Resident Alien	FRSNO	1868	Approved	Y	00002024
45435	00435961	Summer Bridge Student Asst	FRSNO	1874	Approved	Y	00002024
45435	00435975	On-Campus Work Study Student	FRSNO	1871	Approved	Y	00002024

The Add Row page will re-display with the updated position number, reflecting the Summer Bridge Student Asst.

7. Change the **Expected End DT** to the last day of the July pay period. If you are unsure of when the pay period ends, please reference the [Payroll Calendar](#).
8. Click **Save**.
9. Repeat the process for all other student assistants who need to be converted.

Add Row

Empl ID ***** Nbr 0 *****

Student Job Information

Payroll Status Active

*Effective Date 06/01/2023 Effective Seq# 0

*Action/Reason DTA APT

*Position Number 00435961 Summer Bridge Student Asst

Department 12345 Department Name

Job Code 1874 Brdg Stdnt Asst

Sal Plan E08 Grade

*Hourly Rate 16.500000 *Standard Hours 0.01

Expected End DT 08/01/2023

PPT Run Date

Empl History Remark

PPT Processing Comments

Save Cancel

If the **Student Job Summary** screen contains multiple records, you will need to verify if any of the rows are for your department and/or confirm with the student if they will be working in any of the terminated departments.

In this example there are two DeptID numbers 32243 and 32240. If the student confirms they will be working in 32240, use the record/row associated with 32243 as follows:

1. Clicking on **Add Row**.
2. Follow steps 2 – 9 as listed above.
 - a. With the exception of step 3. Since you are using a **Terminated** row, you will need to indicate the Action/Reason as REH/REH.

Student Job Summary

Empl ID ***** Birthdate **/** National ID ***_**_****
 Name *****

Student **Future Job Personalize | Find | View All | | First 1 of 1 Last

Student Current Job												Personalize Find View All First 1-4 of 4 Last			
Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Std Hours	FTE	Add Row	Correct	Job History	Time Rpt	
0	03/11/2020	0	00243906	32243	1870	Terminated	TER	END	0.40	0.010000	<input type="button" value="Add Row"/>	<input type="button" value="Correct"/>	<input type="button" value="Job History"/>	<input type="button" value="Time Rpt"/>	
2	06/01/2020	0	00240961	32240	1874	Terminated	TER	END	0.40	0.010000	<input type="button" value="Add Row"/>	<input type="button" value="Correct"/>	<input type="button" value="Job History"/>	<input type="button" value="Time Rpt"/>	
3	08/18/2022	0	00240961	32240	1874	Terminated	TER	END	0.40	0.010000	<input type="button" value="Add Row"/>	<input type="button" value="Correct"/>	<input type="button" value="Job History"/>	<input type="button" value="Time Rpt"/>	

Other reminders:

- Please do not use the **Add Student Concurrent Job** unless the student is truly working in two departments and only has 1 active row. If the student has multiple inactive rows, an inactive row must be used instead of adding a concurrent job.
- If you need assistance with any corrections, you will need to contact your HR Technician and/or your Payroll Technician. A list of those individuals can be found [Your HR Team](#) website.
- No action is needed for the standard hours, please leave the auto-populated information.

We hope that you find this process guide helpful in navigating through the conversion process for Summer Bridge Student Assistants. If you have any questions or feedback, please feel free to send us an email at payrollservices@csufresno.edu.