

SUMMER 2025 STUDENT PAY PROCESS

Summer Bridge Student Assistant Conversion – Effective 06/01/2025

It's almost time to begin converting Student Assistants for the summer term. Please remember:

- Only students who are **not** attending Summer Session should be converted to the Summer Bridge Student Assistant classification.

Action Required by Departments:

- Convert eligible Student Assistants to the **Bridge Student Assistant (Job Code 1874)** pay classification using the effective date of **June 1, 2025**.
 - Note: This conversion does **not** apply to students in the 1868 pay classification unless there has been a change in citizenship or residency status.*
- If a Student Assistant will continue working **and** attend Summer Session, the department must:
 - Add a new appointment and/or rehire the student in the **1870 or 1868** job code, using the effective date **June 1, 2025**.

STUDENT ASSISTANT TO SUMMER BRIDGE TIMELINE (Now through August)

Now - June 6	Convert 1870 to 1874 and/or reappoint 1870 and 1868 student assistants.
June 04	Approve all hours worked in the May pay period (05/01/2025 – 05/31/2025).
June 13	Any student who is not reappointed and has an end date of 05/31/2025 or prior will be terminated.
July 30	Last day of the July pay period and the last workday for Bridge Student Assistants.
July 31 – August 15	Departments convert Bridge Student Assistants to the appropriate job code for the fall semester with the effective date of 07/31/2025 .
August 04	Approve all hours worked in July pay period (07/01/2025 – 07/30/2025).
August 18	All active Bridge Student Assistants will be terminated effective 07/30/2025.

TIME AND LABOR PROCESS

CSU HR Student transactions can be future dated; however, use caution, as departments are not able to process corrections once the transaction is submitted. For additional information, please reference the process guides on the payroll website: [Time Reporting Guides](#).

Note: When converting or reappointing a student, **add** a row to the existing record - **do not** create a new record.

Effective Date	Transaction	Action/Reason Codes
06/01/2025	Convert 1870 to 1874 with an expected job end date 07/30/2025.	DTA/APT
06/01/2025	Reappoint 1870 or 1868 if enrolled in Summer Session.	DTA/APT
06/13/2025	All active 1870, 1871, 1872 and 1868 with an end date of 05/31/2025 or prior will automatically be terminated. <i>If the employee is going to be working during June/July, they must be appointed in the proper classification effective 06/01/2025.</i>	System Generated – Departments do not need to input terminations.
07/31/2025	Convert 1874 to the appropriate job code with a new appointment.	DTA/APT
*Please note the following: DTA/APT is used when the individual is in active status. REH/REH is used when the individual is inactive (terminated) and needs to be rehired.		

For corrections or assistance with hiring or converting student appointments, contact your respective [HR Technical Analyst](#):

- Esmeralda at ext. 8-5014
- Shyla at ext. 8-0229

Summer Work Hour Guidelines (June – July)

- Student Assistants (Job Code 1870) attending Summer Session:
 - May work **up to 20 hours per week** while school is in session.
 - May work **up to 40 hours per week** during breaks or when school is not in session.
- Bridge Student Assistants (Job Code 1874) not attending Summer Session:
 - May work **up to 40 hours per week** throughout June and July.

Departments are responsible for verifying that students classified under Job Code 1870 are attending Summer Session and enrolled in a minimum of six (6) undergraduate units or four (4) graduate units.

Graduating Student Assistants may continue working under the Bridge Student Assistant classification (Job Code 1874) for one term immediately following graduation.

Student Assistants in Job Code 1868 must contact International Student Services and Programs to confirm employment eligibility prior to working.

Note: Appointments under this classification are terminated at the end of each semester.

Hiring departments are responsible for properly classifying student employees based on the criteria outlined in the table below.

Classification	Class Code	Description
Student Assistant	1870	A U.S. Citizen or Permanent Resident who is a Fresno State student enrolled at least half-time during Summer Session and working during June and July. <i>Limited to 20 hours per week.</i>
Bridge Student Assistant	1874	A U.S. Citizen or Permanent Resident who is a Fresno State student enrolled less than half-time and working during June/July. <i>Limited to 40 hours per week.</i>
Student Assistant - Nonresident	1868	A Non-U.S. Citizen/Non-Resident who is a Fresno State student employee working during June/July must consult with International Student Services and Programs to confirm employment eligibility and required paperwork must be submitted to Payroll. If the student is enrolled in the Summer Session, then the student is limited to 20 hours per week (IRS). <i>No change in classification is needed.</i>

EARNINGS WITHHOLDING INFORMATION FOR STUDENTS

All earnings are subject to Federal and State withholding.

Classification	Class Code	Subject to Federal and State Withholding?	Subject to Social Security (6.2%) and Medicare (FICA) (1.45%) Withholding? ²	Subject to mandatory enrollment in PST (retirement plan) 7.5% rate? ¹
Student Assistant	1870	Yes	No	No
Student Assistant - Nonresident	1868	Yes	Depends. F, J, M, and Q visa holders are exempt from FICA during their "exempt" years.	No
Bridge Student Assistant	1874	Yes	Medicare Only	Yes

¹ Enrollment in the Part-Time, Seasonal, and Temporary (PST) employee retirement program is **required**. Retirement contributions during employment are available for refund upon separation. Please allow 90 days after separation for the refund. Information and instructions for requesting a refund can be found on the Benefits Services website under: [Part Time Retirement Program](#).

- ² Earnings as a student assistant in class code 1870 are exempt from Social Security and Medicare (FICA) coverage pursuant to IRS Code Section 3121(b) (10). To remain in compliance with IRS regulations, student employees attending Summer Session are limited to 20 hours per week.

FOR MORE INFORMATION

- [Summer Bridge Student Conversion Process Guide](#)
- FLSA Overview: [Fair Labor Standards Act \(FLSA\)](#)
- [Payroll Services Website: Student Assistant Information](#)
- [Guidelines for Student Assistants](#)
- [Finding Your HR/Payroll Team by department](#)

Payroll Technicians: □ Trisha @ 8-5311 □ Brittanie @ 8-2752 □ Kelly @ 8-5017 □ Alex @ 8-7173