

2022 Student Summer Employment – “Bridge With Us!”

The following information should be used as a guide for summer employment for student assistants.

Student Assistants who need to be converted into the Bridge classification

1. Graduating Seniors

- a. **Job Code: 1874**
- b. **Effective Dates: 05/28/2022 - 08/16/2022**
- c. **Description:** Seniors graduating in the spring term may work through the summer term, up until the day before the fall term starts. This classification excludes graduating Nonresident Alien Tax Status (1868). Bridge Students will automatically be separated at the end of the summer term.
- d. **Verify with the student if graduating in Spring 2022**

2. Students NOT enrolled in the SJSU Summer Term

- a. **Job Code: 1874, 1875, 1876**
- b. **Effective Dates: 06/01/2022 - 08/01/2022**
- c. **Qualifications:** Student must have been registered for SJSU classes in the Spring 2022 semester and will be enrolled in the Fall 2022 semester. Student is NOT enrolled in the Summer 2022 term.
- d. **Description:** These students will be required to contribute 7.5 % of all earnings into the Part-Time, Seasonal, and Temporary (PST) retirement plan and an additional 1.45 % for Medicare tax. Bridge Students will automatically be separated at the end of the summer term.

Processing Instructions:

- For Bridge Student Assistants, complete the [Student Assistant Appointment Form via OnBase](#) in its entirety and upload the appointment letter if applicable. Keep in mind that incomplete forms and/or missing documents will result in a delay in processing.
- If your student is being appointed as a Bridge Work Study (1875 or 1876), **please submit the Summer 2022 Federal Work Study Clearance Form.**
- For any graduating seniors, please enter 05/27/2022 in the Expected Graduation Date.
- Position numbers have been established for each department. Bridge position numbers can be found on your Active Position List. More information is available on the UP website at <https://www.sjsu.edu/up/uptoolkit/operations/position-management.php>

Student Assistants who DO NOT need to be converted into the Bridge classification

1. **Students enrolled in the SJSU Summer Term**
 - a. **Job Code: 1870, 1871, and 1872**
 - b. **Description:** Students must be enrolled for the SJSU Summer term and attend classes on a regular basis to meet the IRS and Social Security Administration criteria for student assistant employment during the summer.
 - c. **No Action Required**
2. **Student – Non-Citizen Status (Includes Non-Resident Alien Students & DACA Students)**
 - a. **Job Code: 1868**
 - b. **Description:** Nonresident Alien Tax Status students will remain the same and should not be hired as Bridge Students. Graduating Nonresident Alien Tax Status students **cannot** work past 05/27/2022. They are exempted from working after graduation.
 - c. **UP will automatically terminate any Nonresident Alien Tax Status graduating seniors.**
 - d. **DACA Students** are eligible to work in summer; however they do not get converted to the bridge classification; they will stay in the 1868 classification and be required to contribute 7.5 % of all earnings into the Part-Time, Seasonal, and Temporary (PST) retirement plan and an additional 1.45 % for Medicare tax.
3. **Instructional Student Assistants (ISA)**
 - a. **Job Code: 1150, 1151, 1152, and 1153**
 - b. **Effective Dates: 06/01/2022 - 08/16/2022**
 - c. **Qualifications:** Student must have been registered for SJSU classes in the Spring 2022 semester and will be enrolled in the Fall 2022 semester. Graduating seniors are not eligible to work as an ISA.
 - d. **Description:** These students will be required to contribute 7.5 % of all earnings into the Part-Time, Seasonal, and Temporary (PST) retirement plan and an additional 1.45 % for Medicare tax. ISAs will automatically be separated at the end of the summer term.
 - e. **Processing Instructions:**
 - ISA appointment must be processed following the instructions on the [Academic Student Employee Appointment Checklist via OnBase](#).

IF ANY STUDENT ASSISTANT IS NO LONGER WORKING, PLEASE SEND AN EMPLOYEE JOB PROFILE WITH THE APPROPRIATE EFFECTIVE DATE. ENTER TERM (Action) and END (Reason).

Additional Information:

- DACA students who are graduating Spring 2022 can work through the summer term up until 08/16/2022, which is the day before the fall term starts.
- Newly matriculated students starting in the Fall semester may work during the summer term. They may begin employment 06/01/2022 and after.
- For departments using Self-Service to report time, please verify that hours are being entered on the correct record number prior to approving hours.
- Bridge Students are entitled to overtime pay if they work in excess of 40 hours in a week. Overtime hours must be submitted on the Authorization for Extra Time Form available on the UP website at <https://www.sjsu.edu/up/docs/payroll/forms/authorization-for-extra-hours.pdf>
- Work Study Students can only work until **05/13/2022** unless they receive Summer Clearance from the Financial Aid Office.