



Attention: All Student Assistant Employees (Job Code 1870 & 1871):

This form must be completed, signed and returned to your *Time Reporters*.

It is due no later than _____

Will you be enrolled in at least 6 units or more on campus during the summer? (June 1 – August 31)

YES, I will be enrolled in 6 units or more on campus during the summer.

By checking this box you are indicating you are planning on enrolling in **6 units or more** on campus during the summer and must agree to abide by the CSU Student Assistant policy of working no more than 20 hours per week.

***Please indicate below which weeks you will be enrolled in 6 units or more on campus during the summer.**

NO, I will not be enrolled in 6 units or more on campus during the summer.

By checking this box you are indicating you **will NOT be enrolling in at least 6 units** on campus during the summer, and agree to abide by the **CSU Bridge Student** policy in compliance with Internal Revenue Service Code section 3121 (b) (10). This policy states you may work up to 40 hours per week, but are required to contribute 7.5% of your gross pay into the Part-time/Seasonal/Temporary (PST) Retirement Plan and 1.45% in Medicare tax.

If your answer is **YES**, please check which weeks you will be **enrolled in at least 6 units or more** on campus during the summer.

June Pay Period

June 1 – 3	
June 4-10	
June 11 – 17	
June 18- 24	
June 25 – 30	

July Pay Period

July 1	
July 2-8	
July 9-15	
July 16-22	
July 23-29	
July 30-August 1	

August Pay Period

August 2-5	
August 6-12	
August 13-19 Bridge ends the 19th	
August 20-26 Back to Student (20 hrs.)	NA
August 27-31 Student Asst. and/or Work-Study (20 hrs.)	NA

*Any week a student **attends** six units or more, he/she will be paid using code **1870** (max 20hrs/wk.).

*Any week a student does **NOT** attend six units or more, he/she will be paid using code **1874** (max 40hrs/wk.).

Based on a student’s class schedule, it is possible for the student to be paid under both codes (1870 & 1874) within one pay period.

Name (Last, First, Middle)

Employee ID Number

Employee Signature

Date

This form remains with the department time reporter