

Cal Poly Pomona Payroll Services

Student Payroll Notes - June 2009

Student Payroll for June 2009 Pay Period

We are continuing our standard practice of processing June student payroll in June so that pay will be charged to this fiscal year's funds. All Student Assistant Time Reports must be submitted to Payroll Services or Financial Aid (work-study) by **Thursday, June 18th**.

In order to meet this timeline, you may have to project the hours worked. Before submitting them, please review your Time Reports carefully. Time submitted late or incorrectly will cause delays in issuing paychecks.

Summer Session

Students enrolled for summer session classes are eligible to work while classes are in session if they meet the student assistant eligibility requirements -

- Enrolled in minimum of 6.1 units
- Minimum overall GPA and CPP GPA of 2.0
- Allowed to work a maximum of 20 hours a week

Summer session starts on July 13, 2009 and ends August 13th, 2009.

Eligibility Requirements for Bridge Student Assistants

The bridge student assistant classification will be used for the July, August and September 2009 pay periods.

- To qualify as a Bridge Student Assistant, students **CANNOT** be enrolled in any classes and must have been enrolled with the minimum unit requirement of 6.1 units for three continuous quarters prior to taking a quarter off.
- Bridge student assistants are allowed to work a maximum of 40 hours per week during their one quarter off during the college year (summer through spring). **NO OVERTIME ALLOWED.** Wages earned during the quarter off are paid in the bridge student assistant classification.
- In addition to federal and state withholding tax deductions, bridge student assistant earnings are subject to a 7.5% Department of Personnel Administration (DPA) Part-time, Seasonal, Temporary (PST) retirement plan deduction and a 1.45% Medicare tax deduction.

Work-study student assistants who work, have received an allotment for summer and are not enrolled in classes must be hired into the work-study bridge student classification, job code 1875 for on campus and 1876 for off campus work-study.

We appreciate your support and cooperation. For information regarding student payroll, please contact Payroll Services at ext. 2233.