

## 2025 Student Summer Employment – "Bridge With Us!"

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

### Student Assistants eligible to be converted into the Bridge classification

#### 1. Graduating Seniors

- a. **Job Code: 1874**
- b. **Effective Dates: 05/24/2025 - 08/17/2025**
- c. **Description:** Students graduating at the end of the Spring 2025 term may continue employment during the summer under the Bridge Student classification (Job Code 1874), through the day before the Fall 2025 term begins.
- d. **Note:** Job Code 1874 is not available to students with a non-citizen, non-resident tax status (Job Code 1868).
- e. **Action:** Confirm with the student whether they are graduating in Spring 2025.

#### 2. Students enrolled in less than 6 units in a SJSU Summer Term

- a. **Job Code: 1874, 1875, 1876**
- b. **Effective Dates: 05/24/2025 - 08/17/2025**
- c. **Qualifications:** Students must have been registered for SJSU classes in the Spring 2025 semester and be enrolled in the Fall 2025 semester. Students enrolled in less than 6 units in the Summer 2025 term qualify for the Bridge classification.
- 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.
- e. **Action:** Confirm with the student whether they are enrolled in a summer term.

### Processing Instructions:

- Complete the [Student Assistant Appointment Form via OnBase](#) in its entirety and upload the appointment letter, if applicable. Incomplete forms and/or missing documents will result in a delay in processing.
- If your student is appointed as a Bridge Work Study (1875 or 1876), please submit the [Summer 2025 Federal Work Study Clearance Form](#).
- For any graduating seniors, please enter 05/23/2025 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 [www.sjsu.edu/up/resources/operations/position-management.php](http://www.sjsu.edu/up/resources/operations/position-management.php)
- All Bridge Students will be automatically separated at the end of the summer term.

## Student Assistants ineligible to be converted into the Bridge classification

### 1. Students enrolled in 6 or more units in the SJSU Summer Term

- a. **Job Code: 1870, 1871, and 1872**
- b. **Description:** Students must be enrolled in 6 or more units 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. **Action:** No action required for active student employees

### 2. Student—Non-Citizen Status (NCS)

- a. **Job Code: 1868**
- b. **Description:** Students with non-citizen, non-resident tax status must remain in their current classification and should not be hired as Bridge Students. Includes International & DACA Students
- c. **Graduating Seniors:** NCS students may not work past 05/23/2025. UP will automatically terminate any NCS graduating seniors.
- d. **DACA** Students are eligible to work in summer; however, those not enrolled in 6 or more units 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.
- e. **Action:** Confirm with the student whether they are graduating in Spring 2025. Do not allow NCS students to work after 5/23/2025.

### 3. Instructional Student Assistants (ISA)

- a. **Job Code: 1150, 1151, 1152, and 1153**
- b. **Effective Dates: 05/24/2025 - 08/17/2025**
- c. **Qualifications:** Students must have been registered for SJSU classes in the Spring 2025 semester and will be enrolled in the Fall 2025 semester.
- d. **Graduating seniors:** ISAs may not work past 05/23/2025. UP will automatically terminate any ISA graduating seniors.
- e. **Description:** If not enrolled in 6 or more units during the summer, 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.
- f. **Processing Instructions:**
  - ISA appointments must be processed following the instructions on the [Academic Student Employee Appointment Checklist via OnBase](#).

Category	Regular Student	Work Study	Non-Citizen Status (NCS)	Instructional Student Assistant
<b>Graduating Senior</b>	Bridge Appointment 5/24/2025 to 8/17/2025	Not Applicable	Employment ends 5/23/2025	May not work as ISA after 5/23/2025
<b>Continuing Students Enrolled in &lt; 6 Units (Summer)</b>	Requires Bridge Appointment 5/24/2025 to 8/17/2025. Limit 40 hours per week	Bridge (1875/1876) Appointment with WS Clearance Form 5/24/2025-8/17/2025	No action needed. Limit 40 hours per week	Requires summer ISA appointment. Limit 40 hours per week
<b>Continuing Students Enrolled in &gt; 6 Units (Summer)</b>	No action needed. Limit 20 hours per week	No action needed. Limit 20 hours per week	No action needed. Limit 20 hours per week	Requires summer ISA appointment. Limit 20 hours per week

**IF ANY STUDENT ASSISTANT IS NO LONGER WORKING, PLEASE SUBMIT A SEPARATION VIA ONBASE.**

**Additional Information:**

- DACA students who are graduating in Spring 2025 can work through the summer term up until 08/17/2025, 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 05/24/2025 and after.
- Please verify that the hours are being entered on the correct record number prior to approving hours.
- Bridge Students may work up to 40 hours per week. Student employees should never be allowed to work more than 40 hours per week.
- Work Study Students can only work until 05/23/2025 unless they receive Summer Clearance from the Financial Aid Office.