

2026 Student Summer Employment

All **Non-Academic Student** appointments will be separated effective 5/22/2026.

Students must not be allowed to continue working without a valid appointment.

The following information should be used as a guide for non-academic student employment during the 2026 summer term.

Start Here – Determine Student Status

Before processing summer employment, confirm the following:

1. Is the student graduating in spring 2026?
2. Is the student enrolled in summer 2026?
3. If enrolled, is the student taking less than 6 units or 6+ units?
4. Is the student Work-Study?
5. Is the student Non-Citizen Status (NCS)?

Students Eligible for Summer Appointments

Current Students - enrolled in 6 or more units in a SJSU summer term

1. Job Code: 1860, 1861, and 1872
2. Effective Dates: 5/23/2026 - 8/16/2026
3. FICA Exempt

Current Students - enrolled in less than 6 units in a SJSU summer term

4. Job Code: 1874, 1875, 1876
5. Effective Dates: 5/23/2026 - 8/16/2026
6. Must have been enrolled in the prior term and plan to enroll in the next term
7. FICA Eligible:
 - a. 7.5% PST Retirement deduction
 - b. 1.45% Medicare deduction

Student—NCS

8. Job Code: 1868
9. Effective Dates: 5/23/2026 - 8/16/2026
10. Must have been enrolled in the prior term and plan to enroll in the next term
11. FICA Exempt

Graduating Seniors

12. Job Code: 1874
13. Effective Dates: 5/23/2026 - 8/16/2026
14. Spring 2026 graduates may not work beyond 8/16/2026 in any student capacity unless enrolled in a future term.
15. International student graduates cannot work beyond 5/22/2026.
16. Action: Confirm graduation and enrollment status.

Processing Instructions for all summer employment:

17. 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.
18. For graduating seniors, enter 5/22/2026 as the Expected Graduation Date.
19. Bridge position numbers have been established for each department and can be found on your Active Position List. More information is available on the UP Position Management site.
20. Bridge appointments will be automatically separated at the end of the summer term (8/16/2026).

Students Not Eligible for Summer Appointments

1. Winter 2026 graduating seniors
2. Spring 2026 graduating international students.
3. Fall 2026 newly matriculated students may not work until the first date of the academic term (8/17/2026).

| | Graduating Seniors | Continuing Student Employees | | |
|----------------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Enrollment status | Enrolled in: 0 units | Enrolled in: 0 units | Enrolled in: 1-5 units | Enrolled in: 6 or more units |
| Appointment Required | Yes | Yes | Yes | Yes |
| Appointment Dates | 5/23/2026 to 8/16/2026 | 5/23/2026 to 8/16/2026 | 5/23/2026 to 8/16/2026 | 5/23/2026 to 8/16/2026 |
| Job Code | 1874 | 1874/1875/1876 | 1874/1875/1876 | 1860/1861/1872 |
| Work Hour Limit | 40 | 40 | 20 | 20 |
| FICA Status | Eligible | Eligible | Eligible | Exempt |
| Student NCS (1868) | May not work after 5/22/2026 | FICA exempt; 40 hours per week | FICA exempt; 20 hours per week | FICA exempt; 20 hours per week |

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

Additional Information:

- Verify hours are entered on the correct record prior to approving.
- Student employees are never allowed to work more than 40 hours per week.
- All work-study appointments will be routed through Financial Aid for approval.