



# OFFICE OF STUDENT EMPLOYMENT

50 FRIDA KAHLO AVENUE, MUB 260 • SAN FRANCISCO, CA 94112 ☎ (415) 452-3541 • [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu)

To: Supervisors of Spring 2021 Student Workers

Re: Spring-Summer 2021 Bulletin

## Spring 2021

### **Last Day to Hire**

Since the last day of the semester is May 26<sup>th</sup>, and because we want to ensure students have enough time on the job to have a meaningful and productive work experience, any additional new hires for the current semester must be processed by 5pm on Friday, May 14<sup>th</sup>. Please note that this means any hiring processes should be initiated far enough in advance to ensure they are concluded by the 14<sup>th</sup>.

### **Spring-Summer Intersession**

Because of the pay period schedule for this semester Intersession will consist of only two days: May 27<sup>th</sup> and 28<sup>th</sup>. If you would like to extend your student worker's schedule to include these two days the deadline to request approval is Monday, May 10<sup>th</sup> at 5pm.

- If you are requesting intersession approval for a Federal Work Study student please contact Elena Forman ([eforman@ccsf.edu](mailto:eforman@ccsf.edu)) and copy Nanette Moafanua ([nmoafanua@ccsf.edu](mailto:nmoafanua@ccsf.edu)).
- If you are requesting intersession approval for any U-funded or grant-funded student worker/lab aide you may check their eligibility to ensure they will not exceed 263hrs of work for this semester. To view a student's hours worked you can check their timesheet or just go to the original job post and click "List of Students Hired Into This Post No.". If they are eligible you may send your formal request for approval of Intersession work to Nanette Moafanua ([nmoafanua@ccsf.edu](mailto:nmoafanua@ccsf.edu)) and copy Susan Hayashi ([shayashi@ccsf.edu](mailto:shayashi@ccsf.edu)) from the Payroll office.

Please note: Students must be approved to work during intersession and your department may be responsible for covering the cost of any unapproved hours worked during this time.

## Summer 2021

### **Summer 2021 Hiring**

The Summer session runs from June 7<sup>th</sup> to August 1<sup>st</sup> and all hires for Summer 2021 must be processed before 5pm on Friday, July 23<sup>rd</sup>. Once again all student workers will be 100% remote for the Summer so we will continue to waive TB test requirements. For non-FWS students to be eligible for summer employment the enrollment requirements are 3 units for credit students and 6hrs/week for non-credit students.

Federal Work Study is eager to fund additional student workers with funds they were unable to spend in previous semesters due to Covid-19 restrictions. If you plan to rehire FWS students from the current semester in Summer 2021 please send your list of active FWS students to Elena Forman ([eforman@ccsf.edu](mailto:eforman@ccsf.edu)) for rehire in Summer. If you would like to hire a new student worker through FWS you can complete the eligibility form at: <https://tinyurl.com/CCSF-2021FWS>.

### **Summer Early Clearance**

If you would like your student worker(s) to start before June 7<sup>th</sup> this Summer's Early Clearance runs from May 29<sup>th</sup> to June 6<sup>th</sup>. Unfortunately this Summer Federal Work Study is not permitting Early Clearance because their office cannot assess eligibility until grades are posted. However, if your student worker(s) are U-funded or grant-funded you may request an earlier start date by contacting Nanette Moafanua ([nmoafanua@ccsf.edu](mailto:nmoafanua@ccsf.edu)) and copy Susan Hayashi ([shayashi@ccsf.edu](mailto:shayashi@ccsf.edu)) from the Payroll office. The deadline to apply for Early Clearance is Monday, May 24<sup>th</sup> at 5pm.