

April 19th, 2021

Dear Student Hiring Managers,

Thank you for your dedication and support of student employees this past year. As we near the end of the spring semester, our office would like to point out some important employment practices and policies for student employees wishing to continue their work over the summer months.

If student employees can complete their tasks remotely, they may continue to work remotely for the remainder of the spring term and into the summer months. As a reminder, due to the latest allowances, students may now come onto a Pepperdine campus to complete essential work that is required to support campus-based programs and departments. All student employees must be supervised while completing work on-campus and will be asked to follow applicable [COVID-19 protocols](#), including the completion of a Daily Wellness Check and wearing of face coverings.

Employment End Dates

If you employ a work study student (Federal Work Study or Pepperdine Work Program) who is graduating this spring term or semester, their employment end date must coincide with their last day of enrollment for work study earnings. We have included these dates below. Graduating students may continue to be employed as a student employee until July 18th, 2021 but their earnings must be 100% departmentally funded.

****Due to student visa restrictions, international students are not permitted to work as a student employee after they have graduated****

Spring Graduates:

- **Seaver College**
 - Federal Work Study (FWS): May 23rd, 2021
 - Pepperdine Work Program (PWP): May 23rd, 2021
 - Departmental Positions: July 18th, 2021
- **Graduate School of Education & Psychology:**
 - Federal Work Study (FWS):
 - Education Program: April 17th, 2021
 - Psychology Program: April 17th, 2021
 - Psychology Online Program: June 21st, 2021
 - Departmental Positions: July 18th, 2021

- **Caruso School of Law**
 - Federal Work Study (FWS): May 14th, 2021
 - Departmental Positions: July 18th, 2021
- **School of Public Policy**
 - Federal Work Study (FWS): April 29th, 2021
 - Departmental Positions: July 18th, 2021
- **Graziadio Business School**
 - Federal Work Study (FWS): April 24th, 2021
 - Departmental Positions: July 18th, 2021

Returning Students

Students who are returning as a Pepperdine student in Summer 2021 or Fall 2021 terms may use remaining FY21 work study awards.

- **Federal Work Study (FWS)** funds may be used up until June 20th, 2021.
- **Pepperdine Work Program (PWP)** funds may be used up until May 23rd, 2021.

After these dates, students must be rehired into departmentally funded positions for their employment to continue.

Summer Student Employment (Seaver College)

The first date of summer employment for Seaver College students is Monday, June 7th, 2021 and will continue until August 1st, 2021.

Employment Types:

- **Pepperdine Summer Award (PSA)** – Seaver Students enrolled in a summer session(s), who were eligible for a work-study award during the previous fall and spring terms, may be granted up to \$200 of summer work-study award for each summer session of enrollment. If students are unsure of their current summer award, please have them contact their Financial Assistance Advisor. These awards are available to use starting June 7th, 2021 with the following stipulations:
 - These awards may be utilized until August 1st, 2021
 - If students are taking a summer session, class, or term, they may not work more than 20 hrs per week during the duration of their enrollment
- **Departmental Pay** - Any students completing work over the summer may be compensated through departmental pay. Departmental pay is available throughout the entire duration of summer to current and returning students.
 - Students who are graduating may work within their departmental roles until July 18th, 2021.

Affordable Care Act Guidelines:

To remain in compliance with the Affordable Care Act (ACA) and ensure students can remain employed in the student employee classification throughout their academic career, individual student employees may not average 30 or more hours per week for a 90-day period (collectively across all job assignments). Exceeding this threshold would require that the student is hired as a restricted staff, at the appropriate burden rate (currently 34.75%), AND BE PROVIDED WITH ONE OF THE ESTABLISHED University health plans going forward.

- Students should work **no more than 29 hours per week** during the summer. In other words, at no time are students permitted to work 30 or more hours per week.
 - If students are enrolled within summer term(s), they may not exceed 20 hours worked per week during their period of enrollment
- The Student Employment Office will closely monitor any students who work more than 29 hours per week. In these cases, our office will work with you to modify student work schedules.

FICA Taxes:

Student earnings are subject to FICA taxes if they are not enrolled at least part-time; your department will be responsible for covering the university portion of the FICA taxes, which is approximately 8% for any students who are working in person or remotely and not enrolled in summer courses.

Posting Summer Opportunities:

Students are actively seeking summer employment. If you have open positions in your department, please post your jobs in [Handshake](#). As a reminder, all available positions must be posted in Handshake for no less than 5 business days prior to a hiring decision.

If you have any questions regarding posting summer positions please reach out to Tess Marme at tess.marme@pepperdine.edu.

If our office can assist with anything regarding Student Employment, please let us know. Thank you for supporting our students.

Sincerely,



Student Employment Team

Student Employment Office

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