



PEPPERDINE

Office of Student Employment

Policies and Practices for Summer Student Employees

Employment End Dates for Spring Graduating Students

Students who have graduated may be eligible to work up to **July 28, 2024**

*Exceptions:

- Students employed through Federal Work-Study or Pepperdine Work Program:
 - Employment should end on the same day as their last day of enrollment
- Visa restrictions (such as F-1 students):
 - Not permitted to work after graduation

End Dates for Spring Graduates:

- Seaver College
 - Federal Work Study (FWS): April 26, 2024
 - Pepperdine Work Program (PWP) & Pepperdine Work Share (PWS): April 26, 2024
 - Departmental Positions: July 28, 2024
- Graduate School of Education & Psychology:
 - Federal Work Study (FWS):
 - Education Division: April 19, 2024
 - Psychology Program: April 19, 2024
 - Psychology Online Program: June 23, 2024

- Departmental Positions: July 28, 2024
- **Caruso School of Law**
 - Federal Work Study (FWS): May 10, 2024
 - Departmental Positions: July 28, 2024
- **School of Public Policy**
 - Federal Work Study (FWS): April 19, 2024
 - Departmental Positions: July 28, 2024
- **Graziadio Business School**
 - Federal Work Study (FWS): April 12, 2024
 - Departmental Positions: July 28, 2024

Employment End Dates for Returning Students

Returning students are eligible to work during the entire summer period.

Those with remaining FY24 work-study awards can either utilize their award until fully expended or work until the specified date below, whichever occurs first.

- **Federal Work-Study (FWS)** - June 30, 2024.
- **Pepperdine Work Program (PWP)** - May 5, 2024.
- **Pepperdine Work Share (PWS)** - May 5, 2024

Following those dates, students must be rehired departmentally to maintain their employment.

Summer Student Employment (Seaver College)

Summer employment for Seaver students: **Monday, May 6th, 2024 – Sunday, July 28, 2024**

*If hiring a Pepperdine graduate student, please refer to their school's academic calendar.

Employment Types:

- **Federal Work Study**
 - Until June 30, 2024
 - Returning students only
- **Pepperdine Summer Award (PSA)**
 - Up to \$200 for each Malibu summer session of enrollment
 - Available for Seaver Students enrolled in a Malibu summer session(s), who were eligible for a work-study award during the previous terms

- Available to use starting May 6, 2024
- May be utilized until July 28, 2024.
- Students enrolled in a course may not work more than 20 hrs per week

- **Departmental Pay**
 - Available for any student throughout the entire duration of summer
 - Current and returning students
 - Spring or summer graduates may work within their departmental roles until July 28, 2024.

Additional Information and Guidelines

Summer Housing for Students

Available to all students who are enrolled in at least one unit per summer session.

Rate: \$350/session for a shared double room

For questions, please contact Reese McTeigue in Housing and Residence Life at reese.mcteigue@pepperdine.edu.

Affordable Care Act Guidelines

Each individual student employee cannot average 30 or more hours per week over a 90-day period. If surpassing this limit, the student must be hired as a restricted staff member, at the applicable burden rate (currently 34.75%) and provided with one of the University's healthcare coverage plans.

Students enrolled in summer term(s) must not exceed 20 hours of work per week during their enrollment period.

FICA Taxes Over Summer

If students are not enrolled at least part-time while working, their earnings are liable to FICA taxes. In such cases, your department will need to cover the university's portion of the FICA taxes.

Posting Summer Opportunities

If you have open positions in your department, please post your jobs by completing the [Student Employment Job Description Form](#). All available positions must be posted for no less than **5 business days** prior to a job offer.

Additional information:

- [How to check student end dates](#)
- [How to extend student job assignments](#)
- [How to hire/rehire students](#) in the Student Hire Center