

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 enrolled at least half-time?
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 (undergrad) 1-3 units (grad)	Enrolled in: 6 or more units (undergrad) 4 or more units (grad)
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:

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