

## PeopleSoft Job Codes: High School, SU Summer Students

### Job Aid

During the summer, many departments hire high school and Stanford students. The correct job codes should be used in PeopleSoft in order to correctly classify the contingent worker. Please refer to this document for information on the appropriate job codes to use in PeopleSoft including a quick reference of Student and Non-Academic Temporary/Casual Job Codes.

If you have any questions about the upgrade, please submit a [HelpSU ticket](#).

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#### Process / Timeline

##### **TIMELINE**

- **Summer:** Effective July 1<sup>st</sup>, use the appropriate job code classification in PeopleSoft when hiring or updating the record for a high school of Stanford summer student.
- **Fall:** Effective October 1<sup>st</sup>, update the job classification of summer students back to academic.



You have until the end of the pay period to make the appropriate conversion.

##### **PROCESS**

Use the following PeopleSoft Web Forms:

- Hire
- Employment Update

## High School Student - 9153

**CLASSIFICATION GROUP: High School Student (under 18)**

**JOB CODE: 9153**

**WHEN TO USE:** Use for high school students in any temporary or casual position.

For information regarding Employment of Minors (rules on work permit), please refer to the [Administrative Guide 2.1.2 Section 2\(f\)](#).



Please remember that the work permit must be included with the I-9 Form and that employment must end by the date specified on the work permit unless the student obtains an update.

## Stanford Student Summer - 9154

**CLASSIFICATION GROUP: Stanford Student-Summer**

**JOB CODE: 9154**

**WHEN TO USE:** Use for SU students not actively enrolled; students can work full time if they are not enrolled.

- Student workers who are not actively enrolled are subject to FICA (Social Security and Medicare) taxes and California VDI. It is necessary to move their job records to 9154 so your department is charged the appropriate fringe benefit rate to cover the employer portion of FICA.
- Do **not** use a temporary or casual job code, which is subject to the temporary and casual classification and pay system.
- Complete an Employment Update web form for Position Change, enter the new position number (shared position number). The Reason is MOV (Other Job Movement). Include the new pay rate (if applicable) or re-enter the same pay rate. Note Remarks in the Compensation tab about changing position number to non-enrolled student. [Note: If the student was working during Spring quarter and is continuing in the same job, you may continue to pay them on the student JCC through June 30. Please update the job record to JCC 9154 with an effective date of July 1.]



Note: This includes any students with JCC 8978, 9110, 9020 and 9105.

## Summer Worker – Other Category

**WHEN TO USE:** If a summer temporary or casual worker does not fall under the criteria listed above, use the temporary and casual job codes and associated in-hire pay ranges.

This **includes** a summer student who is one of the following:

- A student at another university/college (UC Berkeley, Foothill, etc.)
- A high school graduate who will become a Stanford student
- Stanford graduates

## Student Job Code Quick Reference

Below are the job codes and corresponding position numbers to correctly classify students.

Classification Group	Job Code	When to Use	PeopleSoft Position #
High School Student (under 18)	9153	Use for high school students in any temp or casual position; see rules on work permit	00009153
SU Summer Student	9154	Use for SU student <u>not</u> actively enrolled; can work full-time (e.g., summer job)	00009154
Stanford Student Employee	9100 *	Use for matriculated undergrad or grad student (actively enrolled) working part-time during academic year	00009100

\* There are several other job codes specific to Stanford students that you should continue to use.



For non-Stanford college students (or Stanford students who have graduated), use the appropriate Temp or Casual job code.

## Temporary/Casual (Non Academic) Job Code Quick Reference

Below are the primary job codes and corresponding position numbers to be assigned to employees.

<b>Classification Group</b>	<b>Job Code</b>	<b>PeopleSoft Position #</b>
Administrative/Operational	9150 Temp Non-Exempt 8945 Casual Non-Exempt	00009150 00008945
Other Professional	9150 Temp Non-Exempt 8945 Casual Non-Exempt	00009150 00008945
Managerial	9150 Temp Non-Exempt 8945 Casual Non-Exempt	00009150 00008945
Skilled Crafts	9152 Temp Tech Main Service 8941 Casual Tech Maint Service	00009152 00008941
Service/Maintenance	9152 Temp Tech Main Service 8941 Casual Tech Maint Service	00009152 00008941
Technical/Paraprofessional	9152 Temp Tech Main Service 8941 Casual Tech Maint Service	00009152 00008941