The student is subject to Medicare and retirement deductions.

** If the student has graduated, he/she may not work beyond the last day of the academic term.

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**Student Employment Flowchart**

**During the Academic Year**

Is the student enrolled in at least 6 units during the Academic Year?

- YES
  - Will the student work more than 20 hours per week?
    - YES
      - Prepare an eHire (HIR/APT) to appoint the student in the Bridge classification*
    - NO
      - The student is not eligible to work.

- NO
  - Prepare an eHire (HIR/APT) to appoint the student assistant/work-study classification

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**During the summer**

Is the student enrolled in at least 3 units of summer classes per month?

- YES
  - Will the student work more than 20 hours per week?
    - YES
      - Prepare an eHire (HIR/APT) to appoint the student in the Bridge classification*
    - NO
      - Prepare an eHire (HIR/APT) to appoint the student assistant/work-study classification

- NO
  - Was the student enrolled in spring or is enrolled in the fall? **
    - YES
      - Prepare an eHire (HIR/APT) to appoint the student in the Bridge classification*
    - NO
      - The student is not eligible to work.

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*The student is subject to Medicare and retirement deductions.

** If the student has graduated, he/she may not work beyond the last day of the academic term.