How to Hire Student Assistants

HR 9.0
Overview

In this document you will learn how to perform initial and concurrent student hires in HR 9.0

- Perform a Student Employee Search
- Hire a new Student Assistant
- Hire a Student Assistant with an existing CMS job

There are seven basic kinds of student appointments:

- Student assistant (1870),
- Federal work-study student – on campus (1871),
- Federal work-study student – off campus (1872),
- Bridge student (1874),
- Non-resident student (1868),
- Instructional student assistant (1150) and
- Federal work-study instructional student assistant (1151).
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Student Employee Search
The first step in hiring a student assistant is to perform a search for the student’s record.

Navigation & Beginning Search
1. Navigate to the student employee search page by selecting: Workforce Administration > CSU Workforce Admin Process > CSU HR Student Process.

2. Search for previous employment records by entering the student’s Social Security Number in the National ID field.

   **Note:** We strongly recommend that you search by SSN. If you are unable to do so, please search by the student’s first name or last name. See Appendix for details.

3. Click the Student Employee Search button to begin your search.

   ![Student Employee Search](image)

Student Not Found Page
If you are taken directly to the Student Not Found or a blank Student Job Summary page (see following two figures), no matching record was found from the National ID Search.

   1. Review the information you just entered for the search to be certain that you didn’t make any errors.

   2. Contact the Service Desk at 278-7337.
Job Summary Page
If you are taken directly to the Job Summary with No Job Data page or Job Summary with Job Data, follow the Student Hire Procedure.

Student Hire Procedure

Job Summary with NO Job Data
If you are taken to a Student Job Summary page that displays a student employee’s information but no job data:

1. Please verify your search criteria to be sure that you have located the correct record.

2. If you have located the correct record, click the Add Student Job button.
3. You will see the page shown below.

4. Change the **Effective Date** if necessary.

5. Enter the **Reason** code 'APT'.

6. Enter the **Position Number**. If necessary, use the magnifying glass to look it up. **Department, Job Code, Salary Plan, Grade** and **Standard Hours** all default from the **Position Number**.

7. Enter the student's **Hourly Rate**.

8. Enter the **Expected End Date**.

9. Click the **Save** button.
Note: All fields not mentioned above should be bypassed. Whether the fields are blank or contain default values, do not enter any data.

10. Once the record is saved successfully and the process is complete, you should see the screen pictured below (Figure 6).

   **Warning:** Do not click the Time Reporter Data link. This section is reserved for Payroll’s use only.

![Add Student Job](image)

11. Click the **Return to Job Summary Page With This EMPLID** button to see the **Job Summary** created by the hire you just performed.

   **Job Summary with Job Data**

   If you are taken to a Student Job Summary with rows of job data (Figure 7), this means that the individual already has previous student job data.

   1. Click the **Add Student Concurrent Job** button.

   2. Proceed to the **Concurrent Student Hire** section to complete the process.
Concurrent Student Hire

This procedure is used for hiring students with existing job records in CMS. This process does not overwrite the existing appointment; it allows students to hold multiple appointments.

When you begin this process, you should have already navigated to: Workforce Administration > CSU Workforce Admin Process > CSU HR Student Process. After performing a search, locating the appropriate Job Summary and clicking the Add Student Concurrent Job button, you should see the screen pictured in Figure 8. Use this page to enter information about the student employee’s concurrent job.

1. The **Effective Date** defaults to the current date; override if necessary.

2. Enter the **Reason** code CON.

3. Enter the correct **Position Number**. The **Department**, **Job Code**, **Salary Plan**, **Grade** and **Standard Hours** all default from the **Position Number**.

4. Enter the student’s **Hourly Rate**.

5. Enter the **Expected End Date**.

6. Click the **Save** button.

   **Note:** All fields not listed above should be bypassed.
7. Once the job record is saved successfully and the process is completed, you should see the screen pictured in Figure 9.

**Warning**: Do not click the **Time Reporter Data** link. This section is reserved for Payroll’s use only.

8. Click the **Return to Job Summary Page With This EMPLID** button to view the updated Job Summary with previous appointment(s) and the concurrent appointment you’ve added.
Summary

The CSU HR Student Process is used to hire student assistants. This document has covered the steps for:

- Performing a CSU Student Employee Search
- Hiring a Student Assistant
- Hiring a Student Assistant with an existing CMS job

For questions, contact the Service Desk at servicedesk@csus.edu or 278-7337.

Glossary of Terms
<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>HIR/TER/PRO, etc…</td>
</tr>
<tr>
<td>Department</td>
<td>Defaults from Position</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Effective Date of the transaction or hire.</td>
</tr>
<tr>
<td>Effective Seq</td>
<td>Used for multiple transactions occurring on the same effective date</td>
</tr>
<tr>
<td>Empl ID</td>
<td>Employee ID – is automatically assigned to each student.</td>
</tr>
<tr>
<td>Empl Rcd</td>
<td>For students with multiple jobs. Assigned consecutively for each new job.</td>
</tr>
<tr>
<td>Expected End Date</td>
<td>End Date of appointment (if applicable)</td>
</tr>
<tr>
<td>Grade</td>
<td>Defaults from Position</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>Employee’s hourly pay rate</td>
</tr>
<tr>
<td>Job Code</td>
<td>Defaults from Position</td>
</tr>
<tr>
<td>National ID</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Position Number</td>
<td>Required</td>
</tr>
<tr>
<td>Reason</td>
<td>Reason code associated with the Action</td>
</tr>
<tr>
<td>Salary Plan</td>
<td>Defaults from Position</td>
</tr>
<tr>
<td>Standard Hours</td>
<td>Defaults from Position – can be updated</td>
</tr>
</tbody>
</table>

**Note:** All fields not defined above are reserved for HR use.
Appendix

Student Employee Search by Name

Searching by name on the Student Employee Search page will deliver different results than searching by Social Security Number. If you need to perform a name search, please follow the instructions below to deal with these results.

Search Results Page

If you are taken to the Search Results page (Figure 10), multiple matches to your search criteria have been found.

1. Review the search results to locate the desired student. You can click the **More Info** button if more detail is necessary to identify the appropriate record.

2. Click the **Select** button to choose the appropriate individual.

3. You will be taken to the **Student Job Summary** page. Please refer to further instructions on page 6.

<table>
<thead>
<tr>
<th>Student Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Birthdate</th>
<th>National ID</th>
<th>More Info</th>
<th>Select</th>
<th>Formal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>Doe</td>
<td>Jane</td>
<td>A</td>
<td>12/16</td>
<td>****-0608</td>
<td>More Info</td>
<td>Select</td>
<td>Jane Doe</td>
</tr>
<tr>
<td>302</td>
<td>Doe</td>
<td>John</td>
<td>C</td>
<td>02/13</td>
<td>****-0146</td>
<td>More Info</td>
<td>Select</td>
<td>John Doe</td>
</tr>
</tbody>
</table>