



SACRAMENTO  
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Office of Human Resources  
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www.csus.edu/hr

**DATE:** August 11, 2016

**TO:** Student Hiring Managers

**FROM:** Office of Human Resources

**SUBJECT:** Campus-Wide Student Employment Updates: Student Assistants (SA), Bridge Student Assistants (BSA), Federal Work Study Student Assistants (FWS), & Non-Resident Alien Student Assistants (NRA) Positions Only

On August 3 and 4, the Office of Human Resources (HR) held informational sessions on the updates and changes to the student employment hiring process and the Student Employment Personnel Transaction Form (SEPTF). During these sessions we received a lot of positive feedback and suggestions; and, as a result, we have incorporated them into the following updates.

The power point presentation from our HR informational sessions with video and voice recording have been updated and posted on our SEO website under the Hiring Manager Forms page. We apologize for the delay; however, due to technical difficulties, we were unable to post the power point presentation until recently.

HR has modified the Student Employment Personnel Transaction Form (SEPTF) and instructions to incorporate ease of looking up the students' academic eligibility information. Section 2 of the SEPTF, boxes 8 and 9, have been changed to Academic Level and a Yes or No for meeting the academic requirements for GPA and units enrolled. Hiring departments and timekeepers will no longer need to navigate to the Student Services Center to look up and determine academic eligibility as previously communicated. A CMS query has been developed to determine the eligibility for student employment and will return the information needed for you! In addition, previous boxes 5, 6, 7, and 8 have been removed.

All timekeepers will be given access to the query, SAC\_HR\_SEPTF\_LOOKUP. If anyone in your department unit believes they too should have access, please utilize the IRT process for requesting Query Viewer security access. Please see the SEO website under the Hiring Manager Forms link for the new and improved SEPTF and instructions on how to run the query and fill out all the applicable information.

Please encourage any new student employee to attend the SEO Onboarding sessions (dates posted on our SEO website) so that we can assist them with filling out all of their necessary employment documents prior to beginning work.

Thank you all for your help and patience in supporting this process as we continue to make improvements.