SACRAMENTO STATE
HUMAN RESOURCES

Academic Student Employee (Unit 11)
Personnel Transaction Form

SECTION 1	Student Biographical Information (student must use *LEGAL NAME*)

1. First Name:	2. Last Name	Prefix:	3. Student ID:

4. Student Saclink Email:	5. Primary Phone:	6. Met Academic Requirements

7. Returning Academic Student Employee:

If **YES**, when were they last employed (UEI and ASI excluded):

If **NO**, MUST COME TO STUDENT EMPLOYMENT OFFICE (new student = inactive over one year).

SECTION 2	CSU Job Information

8. Action/Reason	9. Student Job Classification	10. CMS Position #:

11. Department Name:	12. Department #:	13. Effective Date of Hire:	14. Appointment End Date:

ISA Only - Pay Rate		TA/GA Only - Pay Rate			
15a. Assigned Hours: 15b. Frequency:	16. Hourly Pay:	17. Base Pay:	18. Time Base: /	19. Monthly Pay (Base Pay*Time Base)	

SECTION 3	Approval Signatures

Department	Date	Dean's Office / Program Center	Date

Please print and send <u>signed</u> completed document to the Student Employment Office via campus mail - Zip 6032

FOR SEO USE ONLY	Date	Initials	EmplRcd #	BC Ordered	BC Cleared	Sent ECN	AP MGR	Budget

Revised (11/1/2016)