



Student Employment Personnel Transaction Form

SECTION 1	Student Biographical Information (student must use LEGAL NAME)			
1. First Name:		2. Last Name		3. Student ID:
4. Student Saclink Email:		5. Primary Phone:		6. Met Academic Requirements
7. Returning 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. CMS Position #:	9. Effective Date of Hire:	10. Appointment End Date:	11. If going from FWS to SA, last day of FWS:	12. IF TERMINATED INCLUDE LAST DAY WORKED:
13. Action/Reason:	14. Student Job Classification:	15. Hourly Rate:	16. Weekly Assigned Hours:	
17. Department #:	18. Department Name:			
19. Hornet Career Connection Job Posting #:	20. If no Hornet Career Connection job posting, explain reason why:			
21. Hiring Manager's Name:		22. Hiring Manager's Email:		23. Phone
24. Hiring Manager's Electronic Signature: (type name for electronic signature)			25. Date:	

**Federal Work Study Students -
Off Campus Only Background Check
verification completed**

**If NRA student, please submit completed SEPTF to IPGE
in Library 1001.**

**Please send completed document to Student
Employment Office via campus mail - zip 6032 or email
to hr-studentemployment@csus.edu**

FOR IPGE USE ONLY	Signature	Date
------------------------------	-----------	------

Revised: 12/19/2016

FOR SEO USE ONLY	Date	Initials	EmplRcd #	BC Ordered	BC Cleared	Sent ECN
-----------------------------	------	----------	-----------	------------	------------	----------