



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 <div style="text-align: right; margin-right: 50px;">If YES, when were they last employed (UEI and ASI excluded): _____</div> <div style="text-align: right; margin-right: 50px;">If NO, MUST COME TO STUDENT EMPLOYMENT OFFICE (new student = inactive over one year).</div>				
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
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Revised: 03/2021

FOR SEO USE ONLY	Date	Initials	EmplRcd #	BC Ordered	BC Cleared	Sent ECN
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HUMAN RESOURCES STUDENT EMPLOYMENT OFFICE
Hiring Manager Agreement

Student Employee's Name: _____

Student Employee Start Date and End Dates

Hiring Managers may not authorize student employees to start work until they have received an official Employment Confirmation Notice from the Human Resources Student Employment Office. Student employees will receive their notice within 48 hours of completing all required HR/Payroll forms. Student employees are not allowed to work beyond their appointment end date.

Work Schedule

Hiring Managers should discuss the student employees work schedule with the student. Student Employee's first role at Sacramento State is to be a student. Their hours may vary depending on exams and papers. It is important that the hiring manager remains flexible with student's hours. It is the student's responsibility to inform their manager of exams and papers ahead of time to allow the manager to plan around their school needs.

Student's Hours

Student Employees are not allowed to work over 20 hours per week. This includes students who have multiple positions on campus. For example, a student who works 10 hours in one department can only work 10 hours in another department.

Breaks

Student employees are required to take a 15 minute paid break within the 4 consecutive hours worked, and are required an unpaid half hour break after 6 consecutive hours of work. If the student works two jobs, the student employee is still required to take a meal break after 6 consecutive hours. It is both the student and department's responsibility to keep a record of when breaks are taken.

Timesheet

Student timesheets must be filled out accurately, and provided to the hiring manager on the last day of the pay period for confirmation of hours worked. The signature of both the manager and time keeper are required. All signed timesheets need to be submitted to Payroll prior to deadline. Instructions on how to fill out student timesheets correctly, and Payroll deadlines can be found on the Payroll website at:
<http://www.csus.edu/hr/departments/payroll/index.html>.

Campus Jobs

Students are allowed to hold multiple student employment positions i.e. FWS, ISA, GA, TA. Federal Work Study (FWS) student employees are only allowed one FWS position. Student employees can be appointed to multiple positions as long as 20 hours per week are not exceeded.

I, the hiring manager, acknowledge and agree to all of the above and have provided the new student employee with all steps and forms required before starting work.

Hiring Manager Name

Hiring Manager Signature
(type name for electronic signature)

Date



Employee Name: _____ Date: _____

Department: _____

Person completing this Form: _____

Student Workers Who Must Undergo Background Checks

Student workers are CSU students appointed in CSU non-represented and/or represented student classifications. Their educational relationship with the university is predominant. The CSU is required to conduct a background check on student workers only if being considered for a position in which a background check is required by law. These student workers will be required to have background checks if they have not had checks within the past 12 months on the same campus

Table with 3 columns: Question, YES, NO. Rows include: Will the Student Employee (Including Unit 11 Employees):, Be in a Sworn CSU Police Personnel Position, Be in a Police Officer Cadet Position, Be in a Police Dispatcher Position, Be in a position with direct contact with minor children at a camp operated by the CSU, Be in a position with access to stored criminal offender record information, Be in a Position with access to patients, drugs or medication, Student will have access to Level 1 Data.

Student Employment Office Use Only:
Has the student been an employee with Sacramento State in the last 12 months?
Has this student employee completed a background check through Sacramento State in the last 12 months? If yes, please provide date:
Has this student employee completed a live scan (finger printing) through Sacramento State in the last 12 months? If yes, please provide date:

Thank you for completing the above information, supporting the Student Employment Office ability to fulfill the CSU Background Check requirements. Together everyone contributes to "MAKING" Sacramento State a Safe and Secure Campus!