

# Academic Student Employee Hiring Paperwork: OnBase User Guide for Submitters

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**SACRAMENTO STATE**  
HUMAN RESOURCES

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## Student Employment Hiring Overview

An Academic Student Employment Personnel Transaction form (ASEPTF) must be completed for all Unit 11 (Instructional Student Assistant, Teaching Assistant, and Graduate Assistant) positions prior to their first day of work.

**Students may not start working until all applicable paperwork has been turned into the Student Employment Office.** Once all hiring paperwork has been reviewed, the student will receive confirmation of employment with a Confirmation Email sent by the Student Employment Office. Students are not allowed to begin working until one of the items have been received by the hiring manager.

Additionally, all Student Employment transactions - including rehiring, pay rate increases, and terminations (prior to the original end date) - require an ASEPTF and hiring paperwork to be prepared and submitted through OnBase.

## Where to Find Hiring Paperwork

The Academic Student Employment Personnel Transaction Form (ASEPTF) and hiring paperwork will be accessible through My Sac State portal/OnBase forms under the title HR Academic Student Personnel Transaction Form. All MPP, Faculty and Staff will be able to submit the form.



[Canvas](#)



[Email](#)



[Forms](#)



[OneCard](#)

### Faculty/Staff Forms

- Campus Entry Safety Protocol
- CSU Employee Fee Waiver Application
- Expenditure Transfers Request
- Faculty Release Time
- GRAD Advancement to Master Candidacy (behalf of Student)
- GRAD Classification Application (behalf of Student)
- GRAD Advancement to Doctoral Candidacy (behalf of Student)
- GRAD Petition for Exception (behalf of Student)
- Course Waivers (behalf of Student)
- Major Course Substitution (behalf of Student)
- Minor Course Substitution (behalf of Student)
- Event Parking Request
- Transfer Course Equivalency (behalf of Student)
- **HR Academic Student Personal Transaction Form**
- HR Personal Transaction Form
- HR Student Personal Transaction Form

## How to Fill Out Hiring Paperwork

### **Academic Student PTF Form (ASEPTF)**

#### Academic Student Personnel Transaction Form

ACADEMIC STUDENT PTF		STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET	
<b>STUDENT INFORMATION</b>			
EmplID *	Form #		
<input type="text"/>	<input type="text" value="40403"/>		
First Name *	Middle Name	Last Name *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Preferred First Name	Preferred Middle Name	Preferred Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email *	Phone *		
<input type="text"/>	<input type="text"/>		
Academic Major *			
<input type="text"/>			
Met Academic Requirements *			
<input type="radio"/> Yes			
<input type="radio"/> No			
Residency *			
<input type="radio"/> Domestic			
<input type="radio"/> International			
<input type="button" value="Check for Historical Job Data"/>		Click to see if this student was previously employed at Sacramento State and already has job record.	
Returning or New Student Employee *			
<input type="radio"/> New			
<input type="radio"/> Returning			

#### **EmplID #**

- Enter Student ID # and the following fields will auto-generate:
  - **First Name / Preferred First Name**
  - **Middle Name / Preferred Middle Name**
  - **Last Name / Preferred Last Name**
  - **Email**
  - **Phone Number**
  - **Academic Major**



## Met Academic Requirements

- The Hiring Manager is responsible for verifying the student's academic eligibility and number of units enrolled. Please reference chart below for minimum qualifications.

	Teaching Assistant/Graduate Assistant	Instructional Student Assistant
Minimum Units	4 units	Graduates - 4 units Undergraduates - 6 units
Maximum Units	12 units	Graduates - 12 units Undergraduates - 15 units
Minimum GPA	3.0 GPA; (newly admitted - 2.75 GPA)	Graduates - 3.0 GPA (newly admitted - 2.50 GPA) Undergraduates - 2.50 GPA (newly admitted - 2.25 GPA)
Work Eligibility	Must be eligible to work in US	Must be eligible to work in US
Additional Requirements	Must be registered in graduate or doctoral degree program related to their academic department	

- The Hiring Manager can check eligibility through the Student Employment Eligibility page on CMS.
  - If Hiring Managers do not have access, they may request access through IRT.
  - Hiring Managers can find CMS linked on their My Sac State portal homepage. Once in CMS, a search can be done to find the Student Employment Eligibility page, as pictured below.

**Student Employment Eligibility**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**▼ Search Criteria**

Empl ID:

Term:

First Name:

Last Name:

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- Student Employment Eligibility Page: Instructions
  - Empl ID – Sac State Student ID #
  - Term
    - First three digits = year with the first 0 removed
    - Last digit = semester (1=Winter, 3=Spring, 5=Summer, and 8=Fall)
      - Ex. Spring 2020 = term 2203
    - First and Last Name – legal name
    - Results Summary
      - Section two of the results will indicate either “Yes” or “No” for the student’s GPA, unit, and academic eligibility. If any of the section 2 criteria indicates “No”, then the student is not eligible for employment and may need to seek an exception to the policy from Student Affairs. If all section 2 criteria return a “Yes”, then the student is eligible for employment.
      - For academic exceptions, please follow the [Office of Graduate Studies’ exemption request process](#). If an academic exception is granted for a student, please attach the confirmation email to the student’s paperwork using the “attach supporting document” function found on the ASEPTF.

## Residency

- Select if a student is either Domestic or International.
  - If the student is International, the ASEPTF will be automatically sent to International Programs & Global Engagement for Visa Confirmation.

## Returning or New Student Employee

- Yes – if student has worked as Sac State student employee within the last 12 months.
  - We will not need the student to turn in “new hire” paperwork.
- No - if a student has never worked as a Sac State student employee before **or** if it has been over 12 months since their last employment with Sac State.
  - The student must complete “new hire” paperwork prior to or on their first day of employment.
    - Student may not begin working until this “new hire” paperwork has been submitted to the Student Employment Office.

\* You can use the “Check for Historical Job Data” button to check if the student has any previous job record at Sac State.

CSU JOB INFORMATION		
CMS Position # *	Job Action/Reason *	Student Job Classification *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Revision		
Dept ID *	Department Name *	
<input type="text"/>	<input type="text"/>	
Effective Date of Hire *	Appointment End Date *	
<input type="text"/>	<input type="text"/>	
Select College Dean *		
<input type="text"/>		
Job Posting Number *		
<input type="text"/>		
Semester *		
<input type="text"/>		

## CMS Position #

- An 8-digit number associated with a funding source. If you do not already have one, you can contact your department's budget analyst to get this information. If one needs to be created, please complete the Budget Planning and Administration office's "Request for New CMS Position Number" [form](#). This number will auto-generate the following items:
  - **Student Job Classification**
  - **Department ID**
  - **Department Name**

## Student Job Classification (Auto-generated)

- The job classification the student will be working in.
  - If working as a Federal Work Study student employee, an [Intent to Hire form](#) must be filled out for the Financial Aid Office.

## Dept ID (Auto-generated)

## Department Name (Auto-generated)

## **Job Action/Reason**

- Hire/Appointment – to hire a student employee is brand new and has never worked on campus before.
- Hire/Concurrent – to hire a student employee is new to your department but has another active student position on campus.
- Pay rate Change/Student – to give a student a pay rate or time base increase.
- Rehire/Rehire – to hire a student employee that has previously worked for the same department.
- Termination/End – to terminate a student prior to the original Appointment End Date.
- FWS to SA – to transition Federal Work Study student employee to a Student Assistant job classification.
  - Ex. FWS ISA to ISA

## **Revision**

- Check this box if the ASEPTF is a revision to a position that has already been processed.
  - Ex. Pay rate or time base change

## **Effective Date of Hire**

- The date the student will start working.

## **Appointment End Date**

- The date the student will stop working.

## **Select College Dean**

- Choose the appropriate dean for your college from the drop-down menu.

## **Job Posting Number**

- "N/A" can be placed in this field.
  - Unit 11 hire job postings are currently handled by the Office of Graduate Studies, so departments may not have the job posting number.

## **Semester**

- Choose the semester you hiring the student for from the drop-down menu.

HIRING MANAGER		
Name *	Phone *	
<input type="text"/>	<input type="text"/>	
Email *		
<input type="text"/>		
ISA Only – Pay Rate		
Assigned Hours	Hourly Pay	Frequency
<input type="text"/>	<input type="text"/>	<input type="text"/>
TA/GA Only – Pay Rate		
Base Pay	Time Base	Monthly Pay
<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="button" value="Calculate"/>
Current Pay Ranges: <a href="https://www2.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx">https://www2.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx</a> <a href="https://www.csus.edu/graduate-studies/unit-11/_internal/_documents/gatatimebase.pdf">https://www.csus.edu/graduate-studies/unit-11/_internal/_documents/gatatimebase.pdf</a>		

## Hiring Manager Information

- Provide the **Name**, **Email**, and **Phone** number of the Hiring Manager the student will be working under.

## ISA Only – Pay Rate

- **Assigned Hours** – choose work hours in drop down menu.
- **Hourly Pay** – you can find current pay ranges at <https://www2.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx>
- **Frequency** – choose frequency of the hours the student will work from the drop-down menu.

## TA/GA Only – Pay Rate

- **Base Pay** – you can find current base pay ranges at <https://www2.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx>
- **Time Base** – you can find the decimal for the student's time base at [https://www.csus.edu/graduate-studies/unit-11/\\_internal/\\_documents/gatatimebase.pdf](https://www.csus.edu/graduate-studies/unit-11/_internal/_documents/gatatimebase.pdf)
- **Monthly Pay** – use the calculate button to get the monthly pay.
  - Make sure the monthly pay matches the following standard dollar format: \$0.00.

<b>Attach ISA or GA/TA Application (required)</b>		
<div> <div></div> <div>Attach</div> </div>		
<b>Attach Supporting Document (optional)</b>		
<div> <div></div> <div>Attach</div> </div>		
<b>PREPARED BY</b>		
<b>First</b> <input type="text" value="Zitlaly"/>	<b>Last</b> <input type="text" value="Marin"/>	<b>Date</b> <input type="text" value="06/08/2021"/>

### Attach ISA or GA/TA Application

- Attach Unit 11 applications and supplemental paperwork that must submitted along with ASEPTF.

### Attach Supporting Document

- Attach any additional paperwork, if applicable.
  - Ex. an academic eligibility exception

### Prepared By

- This section will autogenerate the information of the person preparing the form.





# Student Employee Background Check Worksheet

ACADEMIC STUDENT PTF	STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET
<b>Student Name</b> <input type="text"/>	<b>Date</b> <input type="text" value="06/09/2021"/>
<b>Department</b> <input type="text"/>	
<b>Student Workers Who Must Undergo Background Checks</b> Student workers are CSU students appointed in CSU non-represented and/or represented student classifications. Their educational relationship with the university is predominant. The 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.	
<b>Will the Student Employee (Including Unit 11 Employees):</b>	
<b>Be in a Sworn CSU Police Personnel Position (California Government Code §1029 and 1031) *</b>	
<input type="radio"/> YES <input type="radio"/> NO	
<b>Be in a Police Officer Cadet Position (California Government Code §1029 and 1031) *</b>	
<input type="radio"/> YES <input type="radio"/> NO	
<b>Be in a Police Dispatcher Position (Commission Regulation 1959) *</b>	
<input type="radio"/> YES <input type="radio"/> NO	
<b>Be in a position with direct contact with minor children at a camp operated by the CSU (Education Code §10911.5) *</b>	
<input type="radio"/> YES <input type="radio"/> NO	
<b>Be in a position with access to stored criminal offender record information (11 CCR §703 and 11 CCR § 707) *</b>	
<input type="radio"/> YES <input type="radio"/> NO	
<b>Be in a Position with access to patients, drugs or medication (California Labor Code §432.7) *</b>	
<input type="radio"/> YES <input type="radio"/> NO	
<b>Have access to Level 1 Data *</b>	
<input type="radio"/> YES <input type="radio"/> NO	
<input type="checkbox"/> I have reviewed and completed this form to the best of my knowledge. *	

- To review a complete a complete list of Level 1 data, please reference this [Information Security Data Classification form](#).

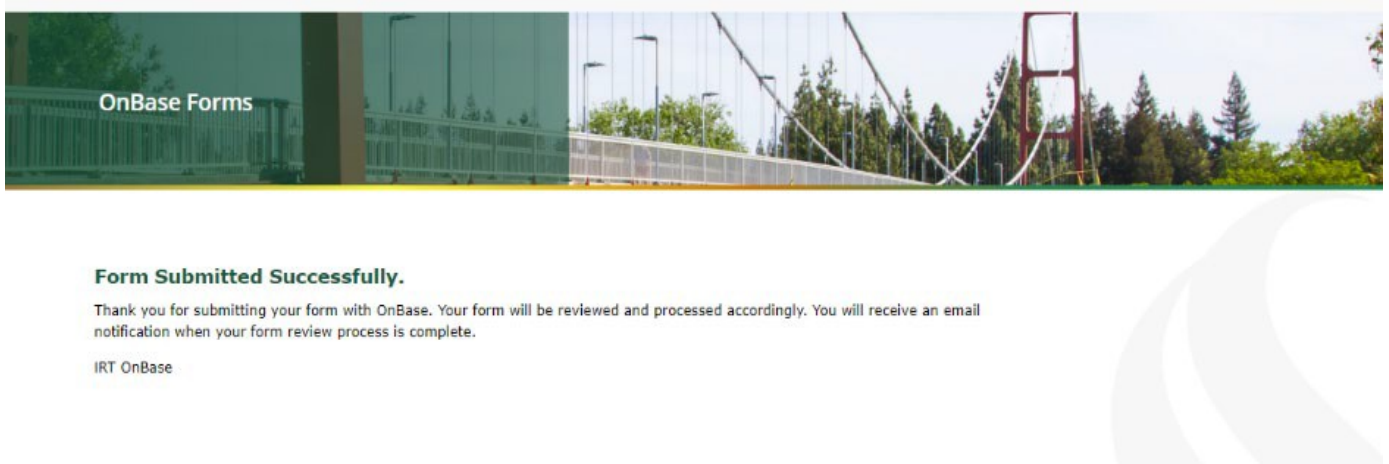
☒ I have reviewed and completed this form to the best of my knowledge. \*

**Submit**

HR Academic Student Personnel Transaction Form v1.03022021

- Once both forms are completed Submit Button will appear on bottom of Background Worksheet Page. Click Submit to finalize submission.

## Submission Confirmation Page



- Once all required fields are completed and form is submitted submitter will receive confirmation.

## Troubleshooting Submissions

The image shows a web form titled "CSU JOB INFORMATION". The form contains several fields: "CMS Position #" (redacted), "Job Action/Reason \*" (dropdown with "Hire / Appointment" selected), "Dept ID \*" (redacted), "Department Name \*" (redacted), "Effective Date of Hire \*" (6/1/2021), "Appointment End Date \*" (6/30/2021), "Select College Dean \*" (dropdown with "DIANNE HYSON, DEAN OF SOCIAL SCIENCES & INTERDISCIPLINARY STUDIES" selected), "Job Posting Number \*" (n/a), and "Semester \*" (dropdown with "Summer" selected). A modal dialog box is overlaid on the form, displaying the message "onbase.csus.edu says One or more fields are invalid." with an "OK" button. The fields for "CMS Position #", "Dept ID", and "Department Name" are highlighted in red, indicating they are required and likely the cause of the error.

- If any mandatory fields are left blank and the bellow error message will appear. Fields that need to completed for submission will be highlighted in red.
- Once these fields are corrected, you will be able to use the submit the form.