

Student Employment Hiring Paperwork: User Guide for Submitters

Contact information:
hr-studentemployment@csus.edu



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Student Employment Hiring Overview

A Student Employee Personnel Transaction form (SEPTF) must be completed via OnBase for all Student Assistants (SA), Federal Work Study Student Assistants (FWS), International Student Assistants (NCS), and Bridge Student Assistants at least 2 weeks prior to their first day of work.

Students may not start working until all applicable paperwork, I-9 verification, and background check/live scan has been submitted to the Student Employment Office in person. **Students are not allowed to begin working until an employment confirmation email has been sent to the hiring manager and student.**

Additionally, all Student Employment transactions - including rehiring, pay rate increases, and early separations - require a SEPTF submission.

Where to Find Hiring Paperwork

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



[Canvas](#)



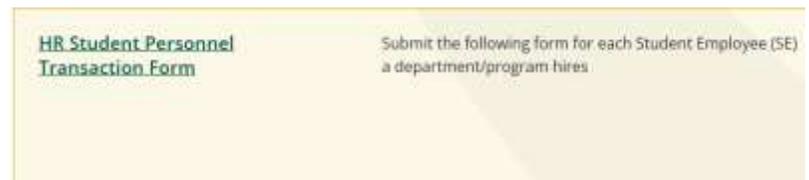
[Email](#)



[Forms](#)



[OneCard](#)



How to Fill Out Hiring Paperwork

Student Employee Personnel Transaction Form (SEPTF)

SACRAMENTO STATE

Student Employee Personnel Transaction Form

STUDENT PT FORM DEPARTMENT ACKNOWLEDGEMENT STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET

Please fill out all three tabs before submitting the form.

STUDENT EMPLOYEE INFORMATION

EmplID *	CHRS ID	Form #
<input type="text"/>	<input type="text"/>	<input type="text"/>
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"/>	

EmplID #

- Enter students' Sac State student ID number.
 - If the student has employment history, the fields for the student's personal and contact information will auto populate, providing you their CHRS employee ID number.
 - If the student is a new employee, you will need to manually enter the student's information. The legal name fields required and the preferred name fields can be filled out if applicable. Note, the preferred name will auto populate in the student's employment confirmation email.

Email and Phone

- Email and Phone fields should provide the student's contact information, including their Sac State email address. Note, the Student Employment office uses this information to contact students about their onboarding requirements.
- If you have access to CMS/Campus Solutions' CSU ID Search page, you can use the students name and/or Sac State student ID to find this information.

Met Academic Eligibility

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

	Undergraduate	Graduate
Minimum units	6 units	4 units
Minimum GPA	2.0 GPA	3.0 GPA
Work Eligibility	Must be eligible to work in US	Must be eligible to work in US

- The Hiring Manager can check eligibility through the Student Employment Eligibility page on CMS/Campus Solutions.
 - The Student Employment Eligibility page can be found under the Campus Community section of CMS/Campus Solutions.
 - If Hiring Managers do not have access, they may request access through IRT.

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: begins with

Term: begins with

First Name: begins with

Last Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

- To use Student Employment Eligibility Page enter the following information:
 - 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 2025 = term 2253
- 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 seek an exception to the eligibility requirements.
 - If all section 2 criteria return a “Yes”, then the student is eligible for employment.

- For academic exceptions, please email the Office of Academic Affairs' Student Issue Coordinator at scc@csus.edu. If an academic exception is granted for a student, please attach the confirmation email to the student's paperwork using the "attachment" function found on the SEPTF.



Domestic or International Student

- Please select if a student is either Domestic or International.
- If International is selected please ensure the CMS # reflects an 1868 Non-Citizen Status (NCS) Student Assistant Job Code.
- International SEPTF will be sent directly to International Programs & Global Engagement for approval.

Returning Student 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 and submit to the Student Employment Office in person prior to or on their first day of employment.

CHRS Position number

- 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 CHRS Position Number" form. This number will auto generate the following items:
 - Student Job Classification
 - Department ID
 - Department Name
- Please note: CMS position numbers are no longer accepted in this field.

The image shows a screenshot of a web form titled "CSU JOB INFORMATION". The form contains several input fields and dropdown menus. A red arrow points to the "CHRS Position #" field, which is currently empty. Other fields include "Effective Date", "Appointment End Date", "Action/Reason", "Student Job Classification", "Department ID", "Department Name", "Handshake Job Posting #", "If going from FWS to SA, Last day of FWS", "If Terminated Last day worked", "Hourly Rate", and "Weekly Assigned Hours".

Effective Date of Hire

- The tentative date the student is expected to start working.

Appointment End Date

- The date the student will end working for the academic school year.
 - Please note, Federal Work Study student employees and regular student assistants will have two different end dates. You can find these dates on the Student Employment [website](#).

If going from FWS to SA, last day of FWS

- If the "action" on the SEPTF is FWS to SA, this field is mandatory. If not, it can be left blank.

If terminated, include last day worked

- If the "action" on the SEPTF is Termination, this field is mandatory. If not, it can be left blank.

Action/Reason

- **Hire/Appointment** – to hire a student employee that is brand new and has never worked on campus before.
- **Hire/Concurrent** – to hire a student employee that may have another active student employment record on campus and needs an additional employee record activated.
- **Pay rate Change/Student** – to give a student a pay increase.
 - Please note, pay rate increases should be effective at the start of a pay period.
- **Rehire/Rehire** – to hire a student employee that has previously worked at Sac State.
- **Termination/End** – to terminate a student’s employee record.
 - Please note, terminations are required when a student ends their employment prior to the end date provided on their original employment confirmation email, and when a department needs to close out an employee record no longer in use.
- **FWS to SA** – to transition Federal Work Study student employee to a Student Assistant job classification.
 - Please note, this will not inactivate the federal work study employee record. To inactivate a federal work study employee records, submit termination paperwork for the federal work study position.

Student Job Classification (Autogenerated)

- 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.
 - If working as a Non-Citizen Status (NCS) Student Assistant, the student’s SEPTF will be automatically routed to the International Program and Global Engagement office (IPGE) for approval first.

Hourly Rate

- The hourly rate the student will be paid. Please see [CSU Salary Schedule](#) for current salary range based on students job code.

Weekly Assigned Hours

- Select how many hours the student will be assigned. Note, during the academic year students can only work up to 20 hours a week. Only Summer Bridge appointments are allowed to work 20+ hours of work a week.

Department Number

- The five-digit number that identifies the department. This will be auto generated once you input your CHRS number. Please double check that the department number to ensure funds are being pulled from the correct department.

Department Name

- The name of the department the student will be working in. This will be auto generated once you input your CHRS number.

Handshake Job Posting Number

- Posting number for required Handshake job posting.
- If you need assistance with posting on Handshake, please refer to the Career Center [website](#) or contact them at (916) 278-6231.

If no Handshake Job Posting, Explain Reason Why

- If you did not post the job on Handshake, a reason why must be entered.
- If the student is a returning student employee, the previous semester's posting can be referenced.
- If this does not apply, it can be left blank.

Hiring Manager Information

- Provide the name, email, and phone number of the Hiring Manager the student will be working under.

Prepared By

- This section will be autogenerated based on the individual who is preparing the form.

Department Acknowledgment

SACRAMENTO STATE
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Student Personnel Transaction Form

STUDENT PTF FORM **EMPLOYMENT ACKNOWLEDGEMENT** STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET

Student 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 and 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 classes 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 events 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 or classes. 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 8 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.sdsu.edu/hr/departments/payroll/index.html>.

General Info
Students are allowed to hold multiple student employment positions i.e. RA, GA, CA, TA, Federal Work Study (FWS). Student employees are only allowed one RA 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

Date

PLEASE GO TO THE NEXT TAB

HR Personnel Transaction Form 4/1/2022(2/2)

Students full name will auto populate. Read entire agreement to fully understand expectations and requirements of hiring managers for student.

Check acknowledgement box and date will auto populate

Hiring Manager Name auto populate from previous page

Student Employee Background Check Worksheet

Student Personnel Transaction Form

STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET

Student Name: _____ Date: 07/26/2024

Department: _____

Student Workers Who Must Undergo Background Checks
 Student workers are CSU students employed 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.

Will the Student Employee (Including 1000 11 Employees):

- Be in a Senior CSU Police Personnel Position (California Government Code §1024 and 1001)*
 - YES
 - NO
- Be in a Police Officer Cadet Position (California Government Code §1029 and 1001)*
 - YES
 - NO
- Be in a Police Dispatcher Position (Commission Regulation 1910)*
 - YES
 - NO
- Be in a position with direct contact with minor children at a camp operated by the CSU (Education Code §19911.5)*
 - YES
 - NO
- Be in a position with access to stored criminal offender record information (11 CCR §701 and 11 CCR § 707)*
 - YES
 - NO
- Be in a Position with access to patients, drugs or medication (California Labor Code §432.7)*
 - YES
 - NO
- Have access to Level 1 Data**
 - YES
 - NO

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

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

Once all 3 forms are completed Submit Button will appear on bottom of Background Worksheet Page. Click Submit to finalize.

STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET

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 - YES
 - NO

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

Submit

Submission Confirmation Page

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



Form Submitted Successfully.

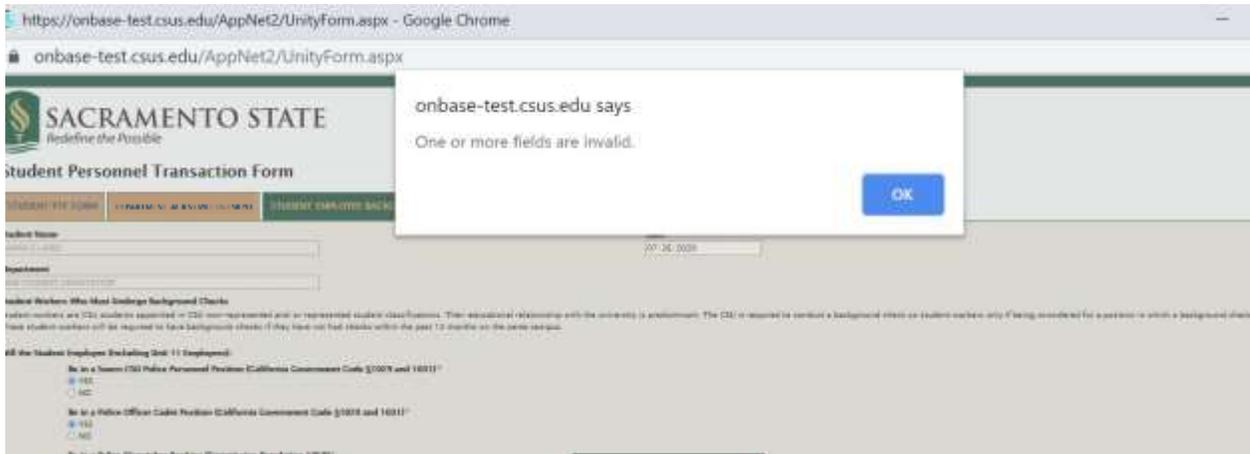
Thank you for submitting your form with OnBase. Your form will be reviewed and processed accordingly. You will receive an email notification when your form review process is complete.

IRT OnBase

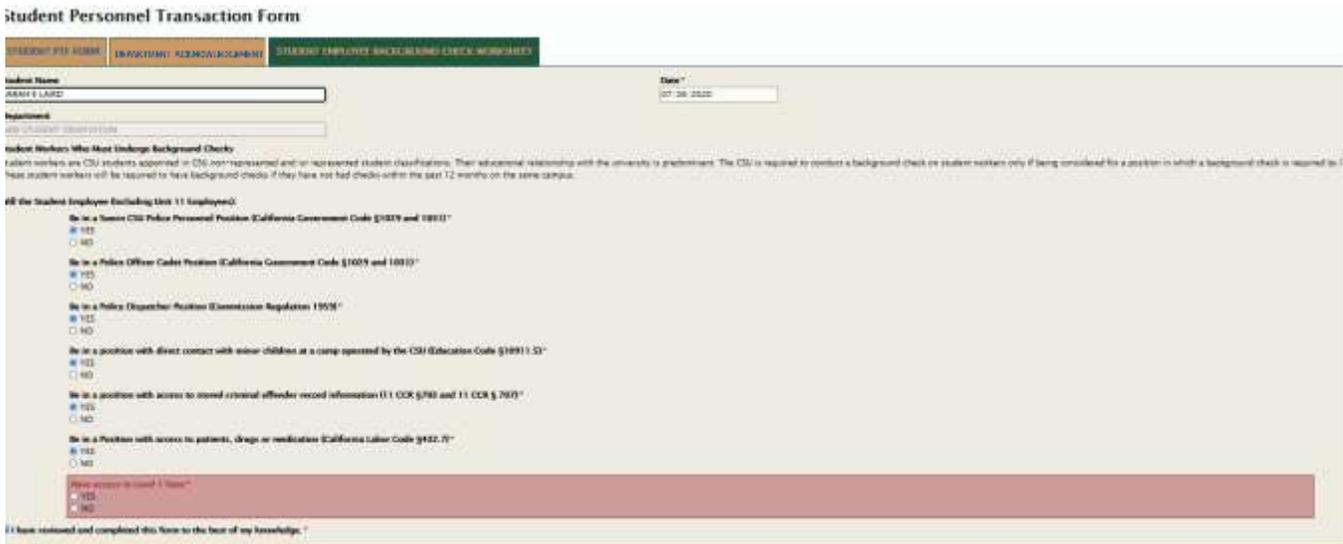


Troubleshooting Submissions

If any mandatory fields are left blank and the bellow error message will appear.



Invalid fields will be highlighted red for review and date input



Once the form has been corrected, click Submit to finalize.

