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How to Fill Out Hiring Paperwork

Student PTF Form (SEPTF)

The screenshot displays the Sacramento State Student Personnel Transaction Form (SEPTF). The header includes the Sacramento State logo and the tagline "Redefine the Possible". Below the header, the form title "Student Personnel Transaction Form" is shown. Three tabs are visible: "STUDENT PTF FORM" (selected), "DEPARTMENT ACKNOWLEDGEMENT", and "STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET". A note states: "Please fill out all three tabs before submitting the form." The "STUDENT INFORMATION" section contains the following fields and options:

- EmplID***: A text input field with a red arrow pointing to it.
- Form #**: A text input field containing the value "1214".
- Empty Paragraph**: A label for an empty text area.
- First Name**, **Middle Name**, and **Last Name**: Text input fields.
- Preferred First Name**, **Preferred Middle Name**, and **Preferred Last Name**: Text input fields.
- Email***: A text input field.
- Phone***: A text input field.
- Met Academic Requirements***: Radio buttons for "Yes" and "No".
- Domestic or International Student***: Radio buttons for "Domestic" and "International".
- Check for Historical Job Data**: A button.
- Returning or New Student Employee***: Radio buttons for "New" and "Returning".

A note below the "Check for Historical Job Data" button reads: "Click to see if this student was previously employed at Sacramento State and already has job record."

EmplID #

- Enter Students EmplID # and the following fields for the student's personal and contact information will autogenerate
 - First Name / Preferred First Name
 - Middle Name / Preferred Middle Name
 - Last Name / Preferred Last Name
 - Email
 - Phone Number

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.
 - 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:

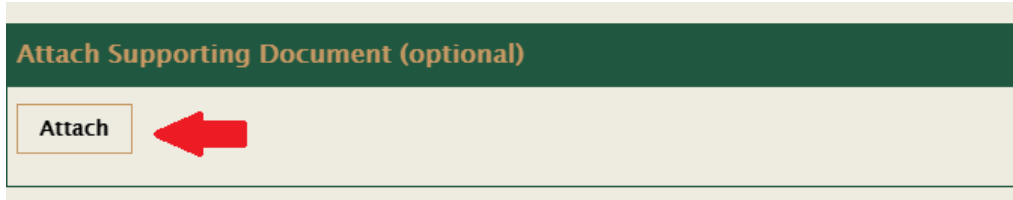
Last Name:

Case Sensitive

[Basic Search](#)

- 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 email the Office of Academic Affairs’ Student Issue Coordinator, Emily Wickelgren, 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 NRA Job Code. International SEPTF will be sent directly to International Programs & Global Engagement for Visa Confirmation.

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 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.

CMS 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 CMS Position Number" [form](#). This number will auto generate the following items:
 - Student Job Classification
 - Department ID
 - Department Name

CSU JOB INFORMATION

CMS Position # *	Effective Date *	If going from FWS to SA, Last day of FWS:
00011926	7/1/2015	
	Appointment End Date *	If Terminated Last day worked
Action/Reason: *	Hourly Rate *	
Student Job Classification: *	Weekly Assigned Hours *	
BRDG STDNT ASST		
Department ID *	Department Name *	
66301	NEW STUDENT ORIENTATION	
Handshake Job Posting #	If no Handshake job posting, explain the reason why:	

Effective Date of Hire

- The date the student will 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 [page](#).

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 is brand new and has never worked on campus before.
- **Hire/Concurrent** – to hire a student employee is new to your department but may have another active student position on campus.
- **Pay rate Change/Student** – to give a student a pay 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.

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. The student's SEPTF will be automatically routed to the Financial Aid office for approval first.
 - If working as a Non-Resident Alien (NRA), 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 the hours per week that will be worked.

Department Number

- The five-digit number that identifies the department. This will be auto generated once you input your CMS 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 CMS 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



Student Personnel Transaction Form

STUDENT PTY FORM **DEPARTMENT ACKNOWLEDGEMENT** STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET

Student Name

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

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 employee's 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. RA, SA, GA, TA, Federal Work Study (FWS) student employees are only allowed one RA/G 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
07/25/2020

Check acknowledgement box and date will auto populate

PLEASE GO TO THE NEXT TAB

HR Personnel Transaction Form v1.0002020

Hiring Manager Name auto populate from previous page



Student Employee Background Check Worksheet

Student Personnel Transaction Form

STUDENT PAY FORM | DEPARTMENT ACKNOWLEDGEMENT | **STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET**

Student Name: _____ Date: 07/26/2020

Department: _____

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.

Will the Student Employee (Including Unit 11 Employees):

- Be in a Sworn CSU Police Personnel Position (California Government Code §1029 and 1033)
 - YES
 - NO
- Be in a Police Officer Cadet Position (California Government Code §1029 and 1033)
 - YES
 - NO
- Be in a Police Dispatcher Position (Commission Regulation 1959)
 - YES
 - NO
- Be in a position with direct contact with minor children at a camp operated by the CSU (Education Code §10911.5)
 - YES
 - NO
- Be in a position with access to stored criminal offender record information (11 CCR §703 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.

Annotations:

- Date will auto populate
- Student Name & Department will auto populate
- Check acknowledgement box
- Check Yes or No for each background item. SEO will contact the student if a background check or LiveScan is needed based on selections.

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

Student Personnel Transaction Form

STUDENT PAY FORM | DEPARTMENT ACKNOWLEDGEMENT | **STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET**

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 - 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.

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.

The screenshot shows a web browser window with the URL `https://onbase-test.csus.edu/AppNet2/UnityForm.aspx`. The page title is "onbase-test.csus.edu/AppNet2/UnityForm.aspx". The Sacramento State logo is visible at the top left. The form is titled "Student Personnel Transaction Form" and has three tabs: "STUDENT PTF FORM", "DEPARTMENT ACKNOWLEDGEMENT", and "STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET". The "STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET" tab is active. The form contains several fields: "Student Name" (filled with "ARAH E LAIRD"), "Date" (filled with "07/26/2020"), and "Department" (filled with "NEW STUDENT ORIENTATION"). Below these fields, there are several sections of questions with radio button options. The "Be in a Sworn CSU Police Personnel Position" section has "YES" selected. The "Be in a Police Officer Cadet Position" section has "YES" selected. The "Be in a Police Dispatcher Position" section has "YES" selected. The "Be in a position with direct contact with minor children" section has "YES" selected. The "Be in a position with access to stored criminal offender record information" section has "YES" selected. The "Be in a Position with access to patients, drugs or medication" section has "YES" selected. The "Have access to Level 1 Data" section has "YES" selected. An error message box is overlaid on the form, stating "onbase-test.csus.edu says One or more fields are invalid." with an "OK" button.

Invalid fields will be highlighted red for review and date input

The screenshot shows the same "Student Personnel Transaction Form" as above, but with several fields highlighted in red to indicate they are invalid. The "Date" field is highlighted in red. The "Be in a Sworn CSU Police Personnel Position" section has "YES" selected. The "Be in a Police Officer Cadet Position" section has "YES" selected. The "Be in a Police Dispatcher Position" section has "YES" selected. The "Be in a position with direct contact with minor children" section has "YES" selected. The "Be in a position with access to stored criminal offender record information" section has "YES" selected. The "Be in a Position with access to patients, drugs or medication" section has "YES" selected. The "Have access to Level 1 Data" section has "YES" selected. At the bottom of the form, there is a checkbox labeled "I have reviewed and completed this form to the best of my knowledge." which is checked.

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