Student Employment
Hiring Paperwork:
User Guide for Submitters

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**Student Employment Hiring Overview**

A Student Employment Personnel Transaction form (SEPTF) must be completed for all Student Assistants (SA), Federal Work Study Students (FWS), International Students (NCS), and Bridge Student Assistants 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 either a Green Confirmation Slip or 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 a SEPTF and hiring paperwork to be prepared and submitted to the Student Employment Office through OnBase.

**Where to Find Hiring Paperwork**

The Student Employment 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.
How to Fill Out Hiring Paperwork

**Student PTF Form (SEPTF)**

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.

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum units</td>
<td>6 units</td>
<td>4 units</td>
</tr>
<tr>
<td>Minimum GPA</td>
<td>2.0 GPA</td>
<td>3.0 GPA</td>
</tr>
<tr>
<td>Work Eligibility</td>
<td>Must be eligible to work in US</td>
<td>Must be eligible to work in US</td>
</tr>
</tbody>
</table>

- 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](image)

  - 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 NCS 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.
  o 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.
  o 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

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 Citizen Status (NCS), 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

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