



Student Employment Personnel Transaction Form

New Request       Revision



<b>SECTION 1 Student Information: Student to Complete</b>		Today's Date:
1. Student ID:	2. First Name:	3. Last Name:
4. Student Saclink Email:	5. Primary Phone:	6. Met Academic Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No-Letter Attached
7. Academic Major:	8. Residency: <input type="checkbox"/> Domestic <input type="checkbox"/> International	9. Student Employee Status: <input type="checkbox"/> New <input type="checkbox"/> Returning
<b>SECTION 2 CSU Job Information: Hiring Manager to Complete</b>		<b>2. Job Action/Reason:</b>  <b>New Requests</b> <input type="checkbox"/> (New) Hire/Appointment <input type="checkbox"/> (New) Hire with Concurrent Appointment <input type="checkbox"/> Rehire <b>Revisions: (Change/Update)</b> <input type="checkbox"/> Pay Rate / Student Information <input type="checkbox"/> Termination / End of Employment <input type="checkbox"/> FWS to SA
3. Student Job Classification: <input type="checkbox"/> ISA 1150 <input type="checkbox"/> GA 2355 <input type="checkbox"/> TA 2354	1. CMS Position #:	
5. Department Name:	4. Department ID #:	
7. Effective Date of Hire:	6. College Dean: Sheree Meyer	
9. Job Posting number:	8. Appointment End Date:	
11. Student is assisting with what Class:	10. Semester:	
12. Faculty Supervisor Name:	13. Faculty Supervisor direct phone #	
<b>SECTION 3 Hiring Manager Information Hiring Manager to Complete</b>		1. Early Hire <input type="checkbox"/> No <input type="checkbox"/> Yes
2. Hiring Manager's Name:	3. Hiring Manager's Email:	4. Dept Phone:
<b>ISA INFORMATION: <input type="checkbox"/> ISA REG (\$16.20*)    <input type="checkbox"/> ISA-SS (\$16.50*)</b> <i>*If other than the minimum rate of pay is listed, a letter from the Chair must be included.</i>		
5. Hourly Rate:	6. Assigned Hours:	7. Frequency:
<b>TA/GA INFORMATION:    <input type="checkbox"/> TA (\$2943.00*)    <input type="checkbox"/> GA (\$2943.00*)</b> <i>*If other than the minimum rate of pay is listed, a letter from the Chair must be included.</i>		
8. Base Pay:	9. Time Base:	10. Monthly Pay:
<b>Chair Approval</b>	<b>Attachments:</b> <input type="checkbox"/> Application (ISA or GA/TA) <input type="checkbox"/> Position Description (ISA or GA/TA) <input type="checkbox"/> Supporting Documents (Resume or Exception letter)	
1. Dept Chair Name:	2. Email:	3. Phone:
4. Dept Chair Signature:	5. Date:	

# Student, Hiring Supervisor, and Hiring Manager Agreement

Student Employee's Name: \_\_\_\_\_

## Student Employee Start Date and End Dates

Supervisors and 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

The Hiring Managers with the Supervisor will set the students' employee work schedule. The Hiring Manager should discuss the student employee's work schedule with the student. The Student's first role at Sacramento State is to be a student. Their hours may vary depending on exams and papers. The hiring manager and supervisor must remain flexible with student's hours. It is the student's responsibility to inform their manager of exams and papers ahead of time to allow for planning around the student's needs.

## Student's Hours

Student Employees are not allowed to work over 20 hours per week during the semester. 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 30-minute meal break before the end of the 6<sup>th</sup> consecutive hour worked unless the student employee is only working 6 hours ([LAB Code 512](#)). If the student works two jobs, the student employee is still required to take a meal break. It is the student's, supervisor and hiring manager's responsibility to keep a record of when the student employee works and 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 to confirm hours worked. The signature of both the manager and timekeeper are required. All signed timesheets need to be submitted to Payroll before the deadline. Instructions on how to fill out student timesheets correctly and Payroll deadlines can be found on the [Payroll website](#).

## 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.

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*By signing below, I acknowledge and agree to all of the above*

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### Student Employee Signature

### Date

*By signing below, I acknowledge and agree to all of the above and have provided the student employee with all steps and forms required before starting work.*

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### Faculty Supervisor Name

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### Faculty Supervisor Signature

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### Date

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### Hiring Manager Name

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### Hiring Manager Signature

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### 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

<b>Will the Student Employee (Including Unit 11 Employees):</b>	<b>Yes</b>	<b>No</b>
Be in a Sworn CSU Police Personnel Position	<input type="checkbox"/>	<input type="checkbox"/>
Be in a Police Officer Cadet Position	<input type="checkbox"/>	<input type="checkbox"/>
Be in a Police Dispatcher Position	<input type="checkbox"/>	<input type="checkbox"/>
Be in a position with direct contact with minor children at a camp operated by the CSU	<input type="checkbox"/>	<input type="checkbox"/>
Be in a position with access to stored criminal offender record information	<input type="checkbox"/>	<input type="checkbox"/>
Be in a Position with access to patients, drugs or medication	<input type="checkbox"/>	<input type="checkbox"/>
Student will have access to Level 1 Data	<input type="checkbox"/>	<input type="checkbox"/>