Completing Academic Student Employee (Unit 11) Personnel Transaction Form (ASE/PTF) Instructions

An Academic Student Employee/Personnel Transaction Form (ASE/PTF) must be completed for Instructional Student Assistants (ISA), Graduate Assistants (GA) and Teaching Associates (TA) as part of their hiring package.

Students may not start working until all applicable paperwork has been turned into the Office of Graduate Studies. Once all hiring paperwork has been reviewed by OGS, it will be forwarded to Student HR.

Changes to ASE/PTF once processed – This includes pay rate increases, date changes and terminations (prior to the original end date) - require an ASE/PTF to be prepared and submitted to Student HR with a copy to OGS.

The department hiring the student should complete all appropriate fields on the ASE/PTF. If the ASE/PTF is missing information, it may be returned to department and delay the hiring process. Please read each section below carefully. We do require that all of the requested information be completed.

Section 1 - Student Biographical Information - Student’s personal and contact information

1. Student First Name (as it shows on CMS)
2. Student Last Name. Prefix is not required (Ms/Mr)
3. Full Student ID Number (not SS#)
4. Sac State email. Cannot use private email address (e.g. Google, Yahoo, etc.)
5. Primary Telephone
6. Met Academic Requirements (see ASE eligibility below)

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

<table>
<thead>
<tr>
<th>Undergraduates</th>
<th>Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall GPA</td>
<td>Min: 2.50</td>
</tr>
<tr>
<td>Newly Admitted</td>
<td>Min. 2.25</td>
</tr>
<tr>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>Unit Load</td>
<td>Min: 6 Units</td>
</tr>
</tbody>
</table>

NOTE - 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.

Box 7 – Returning Student

- Yes – if student has worked as Sac State student employee within the last 12 months. Enter date last worked.
- 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.
Section 2 – CSU Job Information

Box 8 – Action/Reason

- **Hire/Appointment** – to hire a student employee who brand new and has never worked on campus before.
- **Hire/Concurrent** – to hire a student employee who 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 who 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, or vice versa.

Box 9 – Student Job Classification

<table>
<thead>
<tr>
<th>Class</th>
<th>Range</th>
<th>Class Title</th>
<th>Salary Per</th>
</tr>
</thead>
<tbody>
<tr>
<td>1150</td>
<td>0</td>
<td>INSTRUCTIONAL STUDENT ASSISTANT</td>
<td>Hourly</td>
</tr>
<tr>
<td>1151</td>
<td>0</td>
<td>INSTRUCTIONAL STUDENT ASSISTANT - ON CAMPUS WORK STUDY</td>
<td>Hourly</td>
</tr>
<tr>
<td>2325</td>
<td>0</td>
<td>GRADUATE ASSISTANT MONTHLY</td>
<td>Monthly</td>
</tr>
<tr>
<td>2326</td>
<td>0</td>
<td>GRADUATE ASSISTANT, ON-CAMPUS WORK-STUDY</td>
<td>Monthly</td>
</tr>
<tr>
<td>2354</td>
<td>1</td>
<td>TEACHING ASSOCIATE - ACADEMIC YEAR</td>
<td>Monthly</td>
</tr>
<tr>
<td>2354</td>
<td>2</td>
<td>TEACHING ASSOCIATE - ACADEMIC YEAR (Doctoral)</td>
<td>Monthly</td>
</tr>
<tr>
<td>2324</td>
<td>1</td>
<td>TEACHING ASSOCIATE - SUMMER TERM</td>
<td>Monthly</td>
</tr>
<tr>
<td>2324</td>
<td>2</td>
<td>TEACHING ASSOCIATE - SUMMER TERM (Doctoral)</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

Box 10 – 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. Each class number has a personalized code (e.g. 1150 vs. 1151).

Box 11 – Department Name

Hiring department or program

Box 12 – Department #

The five-digit number that identifies the department

Box 13 – Effective Date of Hire (start date)

The date on which the student will be starting to work. Check the Graduate Studies Office website for assigned dates.

Box 14 – Appointment End Date

The date on which the student will end working. Check the Graduate Studies Office website for assigned dates.
Note: The start date must reflect the date on which the student started working, within the dates assigned by Payroll. TA/GA cannot end their position before the end date. ISA students have more flexibility on their start and end dates.

ISA Only – Pay Rate

- 15a – Assigned Hours – Hours that a student will work weekly/monthly/semester. Make sure that the hours are the same on the application.
- 15b – Frequency: Weekly, monthly or semester.
- 16 – Hourly Pay* - The hourly rate the student will be paid. Check the website for any updates on the minimum hourly pay.

TA/GA Only – Pay Rate

- 17 - Base Pay* – This is the amount a student would earn if they were working full time. See CSU Salary Schedule for latest salaries.
- 18 - Time Base - Staff notes the number of hours in the application. Convert the hours into a fraction and write the fraction here (See GA/TA Fraction Sheet on Unit 11/OGS staff info)
- 19 - Monthly Pay (Base Pay/Time Base) – The PTF should do the math and give the monthly amount that the student will be paid per month.

Section 3 - Approval Signatures

LEFT Line - Department Chair or Program Director
RIGHT Line - Dean’s Office/Program Center

IMPORTANT: Signatures MUST be either wet (scanned document) or Adobe Sign.

*CSU Salary Schedule

https://www2.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx#-Class=0-CBID=R11-Date=1-PLYear=2020-PLNumber=2001-Recs=15

View R11 – Academic Student Employees

Edited: Aug 2020