

Academic Student Employee / Unit 11 Hiring Process Information

Unit 11 - Teacher Associate (TA), Graduate Assistant (GA) & Instructional Student Assistants (ISA)

REVISED – Fall 2020

Unit 11 Academic Student Employee Website
Visit <https://www.csus.edu/graduate-studies/unit-11/> for Unit 11 applications & job postings

Hiring Process

1. The department/program determines if the applicant is qualified for employment.
2. The applications and other necessary hiring paperwork for eligible GA/TA or ISA applicants will be forwarded to the Office of Graduate Studies, where GPA & enrollment will be verified.
3. The hiring paperwork for qualified students will then be forwarded to Human Resources (HR) – Student Employment Office

Background Checks

Please note that students who have been identified by the department-submitted Background Check Worksheet for needing a background check will need to complete this requirement before an offer letter is issued. The Student Employment Office will contact the student and initiate the background check.

Payroll

Students will only need to go to the Payroll office if there have been any changes to the following or if contacted by the Payroll office:

- Name
- Social Security
- Address
- Immigration Status
- Dependents
- Marital Status

When do I get my offer letter?

- The processing of an application may take 1 – 2 weeks **AFTER** a department/program has submitted paperwork to OGS/HR.
- HR/Student Employment Office will notify eligible students via their **Sac State email** with an offer letter.

What do I do with the offer letter?

Due to social distancing protocols, Payroll and HR/Student Employee Office will be issuing new guidelines for the processing of offer letters and completing necessary payroll documents. Students will be given instructions when they receive the offer letter.

- If an expected offer letter is not received after **two weeks**, please **contact the hiring department/program directly**.
- All Payroll documents must be completed **PRIOR** to starting work. This applies to new hires & students that have not worked for more than **12 months** on campus.
- HR/Student Employee Office will provide students with a document noting that they are eligible to start working, which they can present to the department/program.

Maintaining GA/TA & ISA Positions

- Students must **maintain enrollment status** and a **satisfactory progress toward the completion of a degree** (evidence may be required by individual departments/colleges) during the semester in which they have been appointed to a GA/TA or ISA position.
- Failure to maintain enrollment status will result in **immediate termination** of GA/TA or ISA position.

Updated: May 2020