Student Employment Hiring Paperwork:

User Guide for Submitters

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SACRAMENTO STATE
HUMAN RESOURCES

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Student Employment Hiring Overview

A Student Employee Personnel Transaction form (SEPTF) must be completed via OnBase for all Unit 15 Student Assistants (SA), Federal Work Study Student Assistants (FWS), International Student Assistants (NCS), and Bridge Student Assistants at least 2 weeks prior to their first day of work.

Students may not start working until all applicable paperwork, I-9 verification, and background check/live scan has been submitted to the Student Employment Office in person. **Students are not allowed to begin working until an employment confirmation email has been sent to the hiring manager and student.**

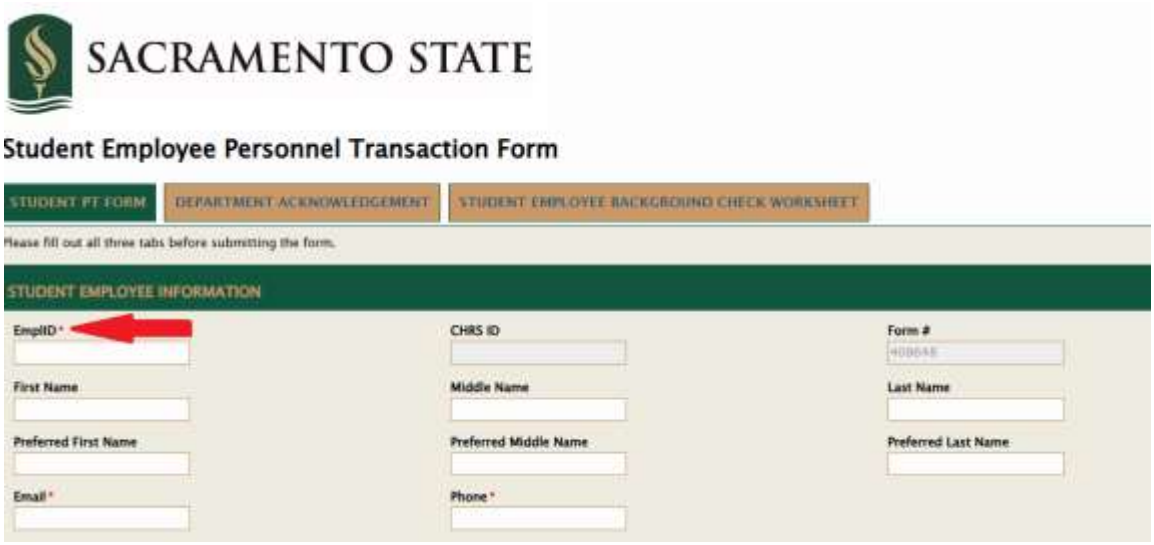
Additionally, all Student Employment transactions - including rehiring, pay rate increases, and early separations - require a SEPTF submission.

Where to Find Hiring Paperwork

The Student Employee 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 Employee Personnel Transaction Form (SEPTF)



EmplID #

- Enter students' Sac State student ID number to auto populate their personal information.
    - If the student has employment history, the field for their CHRS employee ID number will auto populate.
    - If the student has no employment history, the CHRS employee ID number can be left blank.

Email and Phone

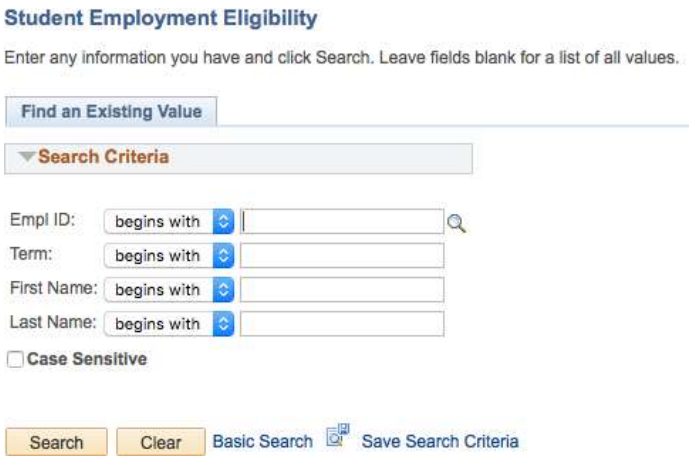
- Email and Phone fields should provide the student's contact information, including their Sac State email address. Note, the Student Employment office uses this information to contact students about their onboarding requirements.
- If you have access to CMS/Campus Solutions' CSU ID Search page, you can use the students name and/or Sac State student ID to find this information.

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.

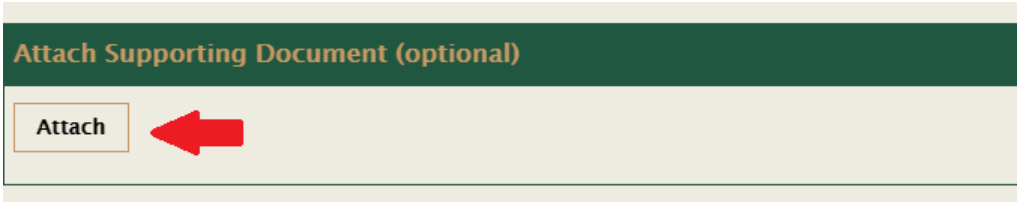
	Undergraduate	Graduate
Minimum units	6 units	4 units
Minimum cumulative GPA	2.0 GPA	3.0 GPA
Work Eligibility	Must be eligible to work in the US	Must be eligible to work in the US

- The Hiring Manager can check eligibility through the Student Employment Eligibility page on CMS/Campus Solutions.
    - The Student Employment Eligibility page can be found under the Campus Community section of CMS/Campus Solutions.
    - If Hiring Managers do not have access, they may request access through IRT.



    - To use Student Employment Eligibility Page enter the following information:
        - 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 2025 = term 2253
    - 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 seek an exception to the eligibility requirements.
        - 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 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 Non-Citizen Status (NCS) Student Assistant Job Code.
- International SEPTF will be sent directly to International Programs & Global Engagement for approval.

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 and submit to the Student Employment Office in person prior to or on their first day of employment.

CHRS 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 CHRS Position Number" form. This number will auto generate the following items:
    - Student Job Classification
    - Department ID
    - Department Name
- Please note: CMS position numbers are no longer accepted in this field.

Effective Date of Hire

- The tentative date the student is expected to 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 website.

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 that is brand new and has never worked on campus before.
- **Hire/Concurrent** – to hire a student employee that may have another active student employment record on campus and needs an additional employee record activated.
- **Pay rate Change/Student** – to give a student a pay increase.
    - Please note, pay rate increases should be effective at the start of a pay period.
- **Rehire/Rehire** – to hire a student employee that has previously worked at Sac State.
- **Termination/End** – to terminate a student's employee record.
    - Please note, terminations are required when a student ends their employment prior to the end date provided on their original employment confirmation email, and when a department needs to close out an employee record no longer in use.
- **FWS to SA** – to transition Federal Work Study student employee to a Student Assistant job classification.
    - Please note, this will not inactivate the federal work study employee record. To inactivate a federal work study employee records, submit termination paperwork for the federal work study position.

Student Job Classification (Autogenerated)

- The job classification the student will be working in.
    - If working as a Federal Work Study (FWS) student employee, please note the student needs to accept their FWS award themselves before their employment is processed.
    - If working as a Non-Citizen Status (NCS) Student Assistant, 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 how many hours the student will be assigned. Note, during the academic year students can only work up to 20 hours a week. Only Summer Bridge appointments are allowed to work 20+ hours of work a week.

Department Number

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

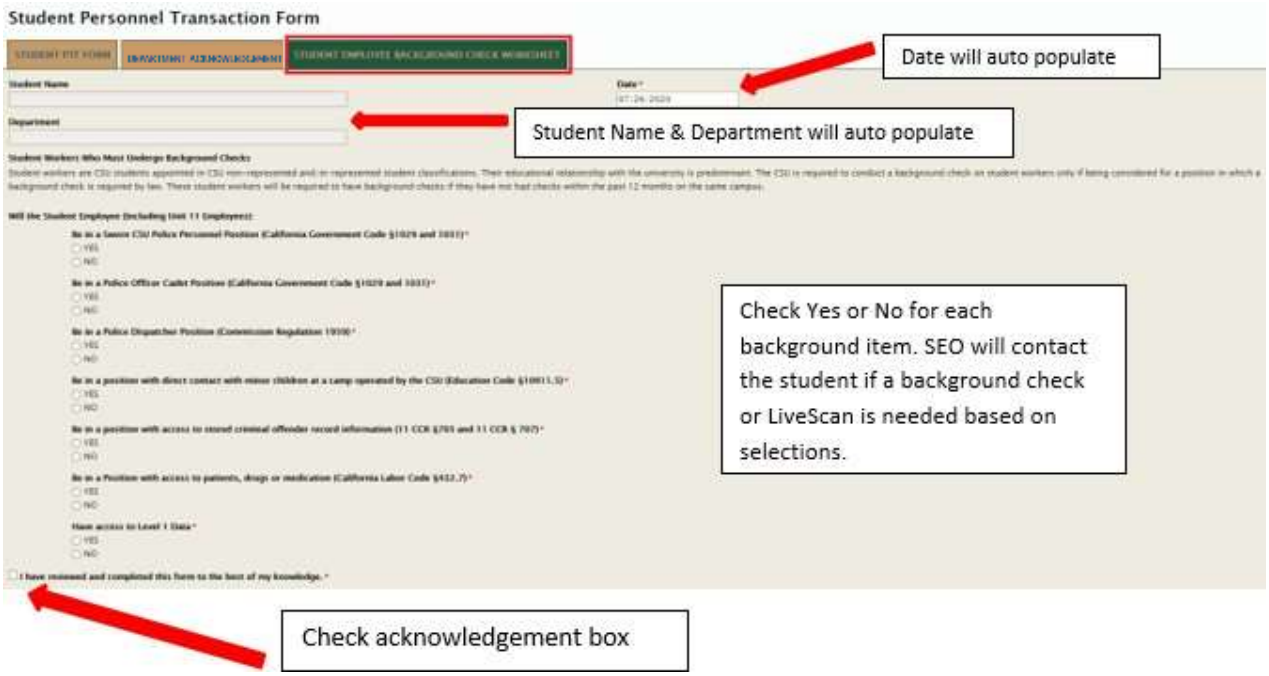
- Provide the name, email, and phone number of the Hiring Manager the student will be working under.

Prepared By

- This section will be autogenerated based on the individual who is preparing the form.

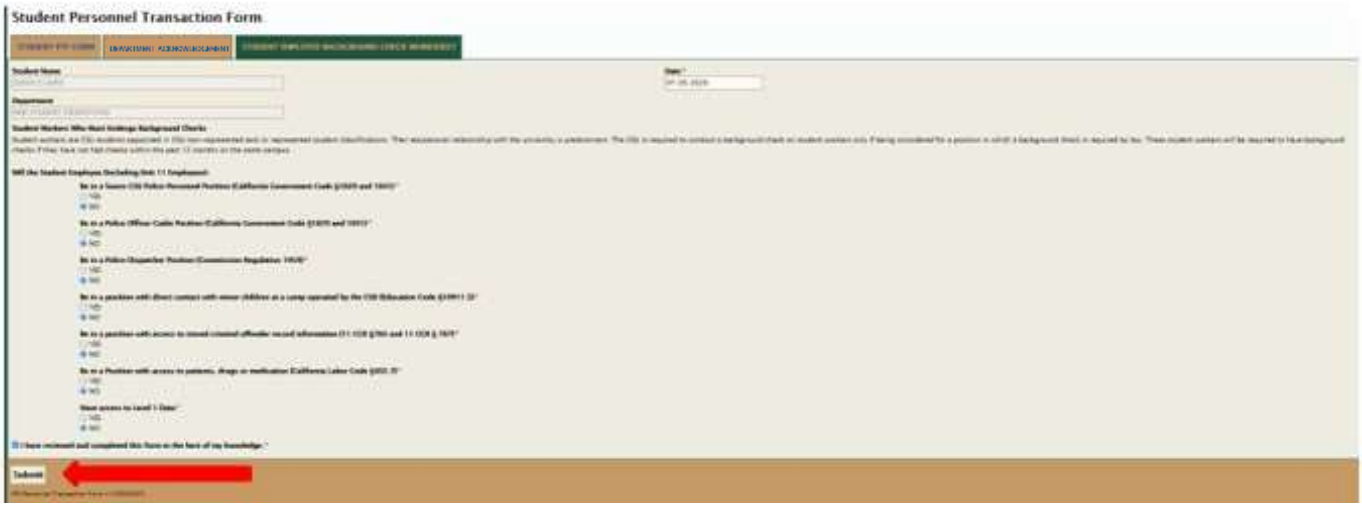
Department Acknowledgment

Student Employee Background Check Worksheet



*For a complete list of Level 1 data, please reference this Information Security Data Classification form.

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.

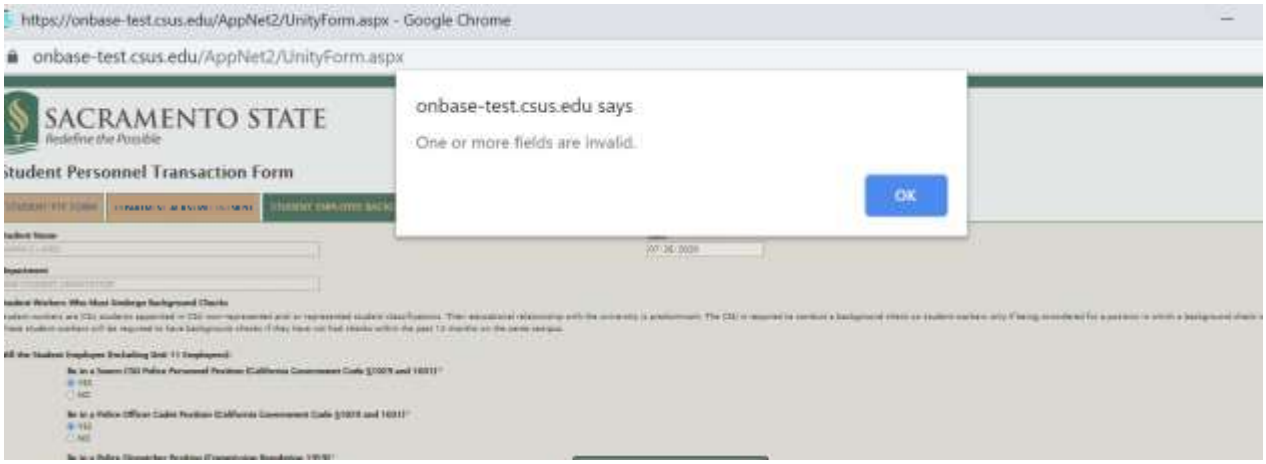
Form Submitted Successfully.

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.

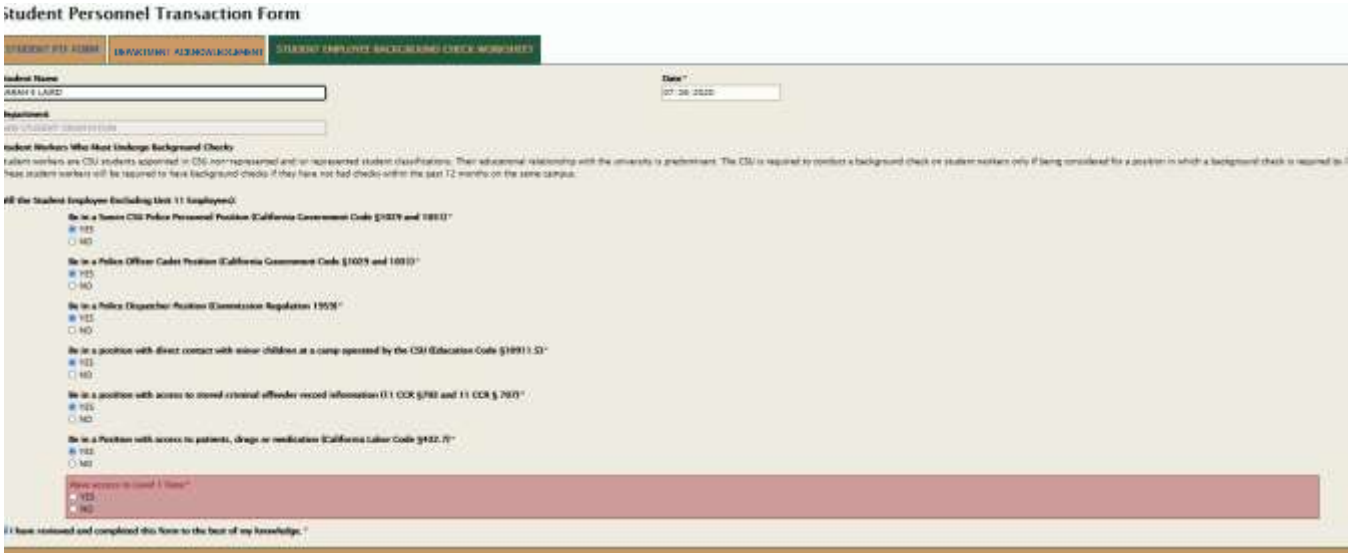
IRT OnBase

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.