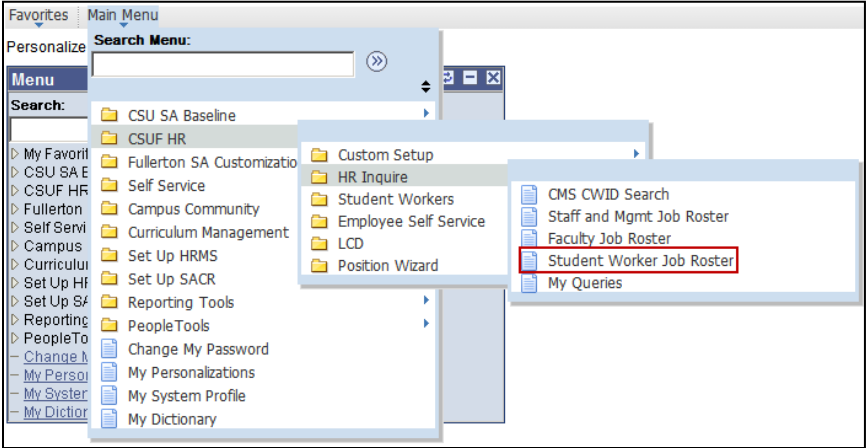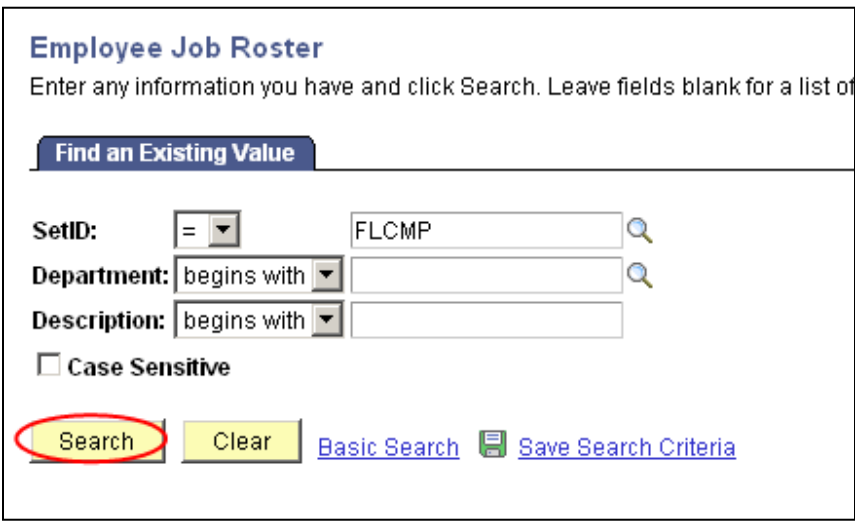To view online tutorial, visit: http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp

The **Student Job Roster** was developed to allow departments to view employment information for their student assistants, instructional student assistants, bridge students, and workstudy students. The Student Job Roster displays all <u>active</u> student employees in a given department. All data displayed for each employee is their current employment information in the department being viewed.

Frequency: Ad hoc

Processing Steps	Screen Shots
Step 1: Navigate to the correct page: Main Menu > CSUF HR > Inquire > Student Worker Job Roster You may navigate to the appropriate link using the menu list on the left or the navigation menu at the top of the screen.	
Step 2: Once you have selected Student Worker Job Roster search page will appear. Click the **Search** button to display your job roster(s). If you have access to only one department, your roster will display.	

Processing Steps	Screen Shots
Step 2a: If you have security access to multiple departments/rosters you will be required to choose which department roster you want displayed.	**Employee Job Roster** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** SetID: `= ▼` `FLCMP` 🔍 Department: `begins with ▼` 🔍 Description: `begins with ▼` ☐ Case Sensitive [Search] [Clear] Basic Search 💾 Save Search Criteria **Search Results** View All First ◀ 1-100 of 269 ▶ Last | SetID	Department	Description
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FLCMP	10001	A&R Data Coordination
FLCMP	10002	Academic Advisement
FLCMP	10003	Academic Senate
FLCMP	10004	Accounting
FLCMP	10005	Accounting & Financial Rpting
FLCMP	10006	Accounts Payable
FLCMP	10008	Administration - IT
FLCMP	10009	Administrative Computing	

The following table lists CMS field names and their definitions used for the Student Job Roster.

Field	Definition
Department	This field displays the department number and department name that the student employee was appointed into.
Name	This field displays the student employee name as Last,First Middle Initial.
EmplID	This is the Campus Wide ID (CWID) number for the student employee.
Empl Rcd #	This field contains the employment record number. Employment Record Numbers uniquely identify job records in the event an employee holds two or more jobs concurrently. Each additional job held concurrently with the initial job is assigned the next sequential employment record number.
CSU Agency	This field contains the State Controller's Office payroll agency number and is used to identify the payroll source of funds. This field is used in combination with the Unit, Job Code (Class), and Serial fields to record the employee's SCO Position Number.
CSU Unit	This field contains the number used to separate documents, such as paychecks, produced by the SCO PIMS System.
Job Code	This field Identifies the job classification of the employee.
CSU Serial	The serial is derived from the CMS Empl Record number. The format is empl Record number + 001 (e.g. if empl record is 1, then serial number is 002).
Hourly Rate	This field contains the student employee's hourly rate.
Employee Status	This field contains the student employee's job status.
Appointment End Date	The field contains the date the student employee's temporary appointment expires and is reflected as the close of business.
Last Action	This field contains the last CMS job action that was entered for the student employee.
Effective Date	This field contains the actual date for the job action.
Work PMT Expires	If the student employee requires a visa or permit to work in the United States, this field will contain the student's visa/permit expiration date.
Initial I9	This field contains the date that employment eligibility proof was verified for the student employee.
Initial I9 Expires	This field contains the date that proof of employment eligibility will expire.
Multi-Job?	This field is used to identify if the student employee has multiple concurrent appointments.

Field	Definition
Payroll Approved?	This field is used to identify if the student employee is okay to work according to Payroll's polices and procedures.
Financial Aid Approved?	This field is used to identify if the student is okay to work according to Financial Aid's policies and procedures.