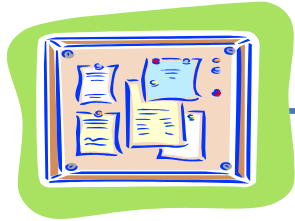


CSU Fullerton Student Worker Overview Process



Department has need for student workers. Post position in Career Center (if applicable).



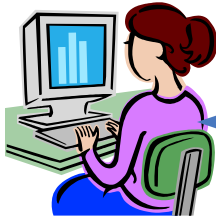
Student applies/interviews for job on campus



Department hires student through CMS



Student takes confirmation page received from department to Payroll (if needed)



Department timekeeper completes Time Reporting in CMS. Prints CD048 from CMS. Sends to Payroll with appropriate approvals with complete timesheets.



Student works for department.



Student completes required documentation. Payroll informs department student is approved to work via email notification.

Payroll PIPs to SCO. Checks received and distributed to department timekeepers



Student paid on the 15th of every month.