



To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

The **Student Worker Hire** process provides departments with a tool to appoint, reappoint and hire student assistants, bridge and work study students, and instructional student assistants.

Process Frequency: Ad hoc. Most transactions will occur at the beginning of each semester.

<p>Step 1:</p> <p>Navigate to the correct page:</p> <p>Menu > CSUF HR > Student Workers > Process Student Workers</p> <p>Note: You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>	
<p>Step 2:</p> <p>Once you have selected Process Student Workers you will be prompted to search for the student you are appointing.</p> <p>Enter:</p> <ol style="list-style-type: none"> 1) Department 2) Job Code (1150, 1151, 1868, 1870, 1871, 1872, 1874, 1875 or 1876) 3) EmplID/CWID <p>Step 3:</p> <p>Click Student Employee Search</p> <p>Note: If you do not know the department number or job code, click then Lookup.</p> <p>All values available for you to view are displayed. Click the hyperlink of the value that you are searching for (i.e. 10253)</p>	<h3>Student Employee Search</h3> <p>Please enter your Department and the Job Code you want to work with. Also enter the student EmplID/CWID in the Student Search Information.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Required Information</p> <p>Department: <input type="text" value="10057"/> CMS Project</p> <p>Job Code: <input type="text" value="1870"/> Student Assistant</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Student Search Information</p> <p>EmplID/CWID: <input type="text" value="802231993"/></p> <p>If you have the student's SSN, you may acquire the CWID by visiting 'Campus-Wide Identification web site' web page.</p> <p style="text-align: center;">Student Employee Search</p> </div> <p>For additional information regarding hiring student employees, please visit the Career Centers 'Student Employment Program' web page.</p>



If you do not know the EmplID, otherwise known as CWID, you can locate the number by clicking on '[Campus-Wide Identification web site](#)'.

Step 3A:

Enter the Social Security Number along with the Last Name of the student that you are searching for.

Click **Campus Wide ID**

The Campus Wide ID that met your search criteria will be displayed in **RED**.

Step 4:

Once you have clicked **Student Employee Search** you will be taken to the Student New Hire Verification page. Review the student's personal data to confirm that this is the employee that you wish to hire.

Step 5:

Once you have confirmed the information, enter the SSN and click **Hire**.



Enter the student's Social Security Number (SSN) with no hyphens (example, 555667777).

Be sure to review the student's **Current Enrolled Units** (circled above) to ensure the student is enrolled in the correct number of units for the job code you are hiring them into.



<p>Note: If you enter an SSN that does not match the CWID you will receive this error and need to process the appointment through Payroll as an exception.</p>	
<p>Step 6: Once you have verified the information for the student, you can process the appointment in CMS. Using the drop down menu, enter the duration of appointment. This is the timeframe for which you are appointing the student.</p> <p>Note: The effective date and appointment end date will default based on the duration of appointment that you enter.</p> <p> Click Return to Search Results at the bottom of the page if the student displayed is incorrect.</p>	



<p>Step 7:</p> <p>Under Compensation Data, use the drop down menu to choose the rate range.</p>	<p>Student New Hire</p> <p>Enter the student's new hire information and press the save button.</p> <p>Name: <input type="text" value="Young,Almay"/> EmplID: <input type="text" value="802453001"/> Empl Rcd#: <input type="text" value="1"/></p> <p>Appointment Duration: <input type="text" value="09/01/2006 - 01/02/2007"/> Effective Date: <input type="text" value="09/01/2006"/> Appointment End Date: <input type="text" value="01/02/2007"/></p> <p>Personal Data</p> <p>Social Security #: <input type="text" value="000-0*-****"/> DOB: <input type="text"/> Address: <input type="text"/> City: <input type="text" value="Irvine"/> State: <input type="text" value="CA"/> Postal: <input type="text" value="92618"/></p> <p>Job Data</p> <p>Department: 10057 CMS Project Job Code: 1870 Student Assistant Position #: 00025690 Student Assistant Fund: <input type="text" value="NA"/> Unit: <input type="text" value="541"/> Enterprise Computing</p> <p>Compensation Data</p> <p>Rate Range: <input type="text" value="Range 3: \$8.39 - \$9.36 - \$10.33"/> Hourly Rate: <input type="text"/></p> <p>Optional Division Reporting</p> <p>Estimated Start Date: <input type="text"/> <input type="text" value="31"/> Estimated End Date: <input type="text"/> <input type="text" value="31"/> Standard Hours: <input type="text" value="0.00"/></p> <p>▶ Custom Job History</p> <p>Return to Search Results <input type="button" value="Save"/></p>
<p>Step 8:</p> <p>Enter the actual hourly rate of the appointment in the Hourly Rate field.</p>	<p>Compensation Data</p> <p>Rate Range: <input type="text" value="Range 3: \$7.71 - \$8.60 - \$9.49"/> Hourly Rate: <input type="text" value="8.55"/></p> <p>Return to Search Results <input type="button" value="Save"/></p>
<p>Step 9 (Optional):</p> <p>For internal reporting purposes, enter information into the following fields:</p> <ul style="list-style-type: none"> • Estimated Start Date • Estimated End Date • Standard Hours <p>Click on the Custom Job History  to view historical Divisional Reporting information.</p> <p>Note: These fields are not required. They are used solely for internal division and departmental tracking.</p>	<p>Optional Division Reporting</p> <p>Estimated Start Date: <input type="text"/> <input type="text" value="31"/> Estimated End Date: <input type="text"/> <input type="text" value="31"/> Standard Hours: <input type="text" value="0.00"/></p> <p>▶ Custom Job History</p> <p>Optional Division Reporting</p> <p>Estimated Start Date: <input type="text"/> <input type="text" value="31"/></p> <p> Custom Job History</p>



Step 10:

Once you have entered and **confirmed all fields** are filled out correctly, click **Save**.

Student New Hire

Enter the student's new hire information and press the save button.

Name: EmplID: Empl Rcd#:

Appointment Duration:
Effective Date:
Appointment End Date:

Personal Data

Social Security #: DOB:
Address:
City: State: Postal:

Job Data

Department: 10057 CMS Project
Job Code: 1870 Student Assistant
Position #: 00025690 Student Assistant
Fund: Unit: Enterprise Computing

Compensation Data

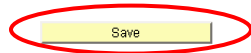
Rate Range: Hourly Rate:

Optional Division Reporting

Estimated Start Date: Estimated End Date: Standard Hours:

[Custom Job History](#)

[Return to Search Results](#)





You will receive a
 The Save was successful.
 message. Click **OK**.

An email will be sent to the person
 who entered the appointment
 information.

Note: Depending on the type of
 student you hire, two different
 types of confirmation ticket pages
 will display.

All student employees (job codes
 1150, 1868, 1870, or 1874)
 display this confirmation ticket
 page.

Step 11A:

Print this confirmation and obtain
 the appropriate signature from
 your department. Send
 the signed confirmation (no
 photocopies) to Payroll
 Services.

The student must bring a copy of
 this confirmation if required to sign
 in with Payroll Services.

All work study student employees
 (job codes 1151, 1871, 1872,
 1875 or 1876) display this
 confirmation ticket page.

**Student New Hire
Save Confirmation**

The Save was successful.



From: hfultst@calstate.edu
 To: Ledyard, Lyn
 Cc:
 Subject: Student Worker Confirmation Ticket for Titan, Amanda
 Attachments: FULAW08B_5586.PDF (80 KB)

Attached is the Student Worker Confirmation Ticket.



Student Worker Confirmation Ticket and Appointment Notification

Obtain the signature of the authorized department administrator and submit the signed confirmation (no photocopies) to Payroll Services.

If your student is required to sign in with Payroll Services, please make sure the student brings a copy of this confirmation ticket, the completed application, original Social Security card, and proof of eligibility for employment required for the I-9 (complete list of acceptable documents can be found at <http://www.uscis.gov/files/form/I-9.pdf>) to the Payroll Office, College Park, Suite 770 (phone 714-278-2523), prior to the student's first day of work. Non-Resident Alien students must submit additional documentation before employment can be approved. Please contact Greg Sweet at 714-278-5671 for information. **The student is not eligible to begin work until he/she has been approved by Payroll.**

CWID	802231993
Empl Rad #	0
Effective Date	1/3/2007
Current Date	1/22/2007
Appointment End Date	6/2/2007
Last Name	Titan
Middle Name	M
First Name	Amanda
Action	HIR
Action Reason	APT
Department Code	10057
Department	CMS Project
CMS Position Number	00025690
Agency	242
Reporting Unit	441
Class Code	1870
Serial Number	906
Job Title	Student Assistant
Compensation Rate (/hr)	\$8.55

Authorized Department Signature _____ Date _____



Step 11B:

The Federal Work Study confirmation ticket page needs three additional pieces of information to be completed by the department that is hiring the student before submitting to Financial Aid.

1. Federal Work Study Allocation
2. Award Year
3. Position Title

The student will not be able to sign in with Payroll Services until Financial Aid has approved the authorization. Through Financial Aid workflow, the department will receive an email notification the student ready approved to work and can sign in (if needed) with Payroll Services.



Student Worker Confirmation Ticket and Appointment Notification

Complete the required information: FWS Allocation, Award Year, Position Title, and obtain the signature of the authorized department administrator. Submit the signed confirmation (no photocopies) to Financial Aid, University Hall 177.

If your student is required to sign in with Payroll Services, please make sure the student brings a copy of this confirmation ticket, the **completed application**, original Social Security card, and proof of eligibility for employment required for the I-9 (complete list of acceptable documents can be found at <http://www.uscis.gov/files/form/I-9.pdf>) to the Payroll Office, College Park Suite 770 (phone 714-278-2521), prior to the student's first day of work. Non Resident Alien students must submit additional documentation before employment can be approved. Please contact Greg Sweet at 714-278-5671 for information. **The student is not eligible to begin work until he/she has been approved by Payroll.**

Required Student Information:

Federal Work Study (FWS) Allocation*: _____

Award Year: _____

Position Title: _____

*Students can obtain FWS award information by visiting Titan Online

CWID	898060256
Empl Rcd #	1
Effective Date	1/22/2007
Current Date	1/22/2007
Appointment End Date	5/31/2006
Last Name	Titan
Middle Name	
First Name	Angela
Action	HIR
Action Reason	CON
Department Code	10057
Department	CMS Project
CMS Position Number	00026876
Agency	242
Reporting Unit	541
Class Code	1871
Serial Number	975
Job Title	Stdent Trnee,On-Camps Wk Stdy
Compensation Rate (/hr)	\$8.55



Step 12:

When processing a student new hire or rehire, attached to your confirmation ticket will be the CSUF Student Employment Application. This application should be completed by the student.

The student is then required to bring the application and a copy of the confirmation ticket when they sign in with Payroll Services.

**CALIFORNIA STATE UNIVERSITY FULLERTON
Student Employment Application**

Personal Data

Name: Amanda Tibbs Previous Name: _____ CWID: 802231202
 Full Address: 200 N. State College Blvd., Garden Grove, CA 92641-2935
 Home Phone #: _____ Contact Phone #: 7149999992 E-mail Address: _____
 Position Applying For: Student Assistant Are you 18 years of age or older? _____
 If hired, will you be able to submit verification of your legal right to work in the United States?: _____
 Have you ever been convicted of any crime as an adult (excluding minor traffic violations)? A conviction includes a plea, verdict, a no contest plea, finding of guilt, regardless of whether sentence was imposed by the court. (A criminal conviction will not necessarily disqualify an application from employment).

 If Yes, please explain: _____

Education

Course of study: (major's) _____
 Class Standing: (please circle) Freshman Sophomore Junior Senior Grad Student

Employment History

1. Employer: _____ Dates of Employment: _____
 Job Title: _____ Salary: Begin _____ End _____ Phone #: _____
 Supervisor Name: _____ Supervisor Title: _____
 Work performed: _____
 Reason for leaving: _____
 May we contact your (former) employer? _____

2. Employer: _____ Dates of Employment: _____
 Job Title: _____ Salary: Begin _____ End _____ Phone #: _____
 Supervisor Name: _____ Supervisor Title: _____
 Work performed: _____
 Reason for leaving: _____
 May we contact your (former) employer? _____

References

Name: _____ Company: _____ Relationship: _____ Phone #: _____
 Name: _____ Company: _____ Relationship: _____ Phone #: _____
 Name: _____ Company: _____ Relationship: _____ Phone #: _____

Agreement

I certify that the answers I have given in the materials I have submitted in applying for this position are true and correct and that I have not knowingly withheld any facts or circumstances. I understand that all answers given in my application for employment are subject to verification and that should I be employed at the campus, any misrepresentation or omission of facts in this application may be sufficient reason for dismissal. The application materials include this document and any other material submitted.

The CSUF Campus Safety Policy includes statistics for the previous three years concerning reported crimes that occurred on campus, on property owned or controlled by CSUF, and on public property within or immediately adjacent to and accessible from the campus. The report includes institutional policies concerning campus security, such as policies regarding alcohol and drug use, crime prevention, reporting of crimes, sexual assault and other matters. This policy is produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. You can obtain a copy of this report by contacting the CSUF Police Department or by accessing the following website: <http://police.fullerton.edu/AnnualSecurityReport.htm>. California State University Fullerton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, assistance and reasonable accommodations are available.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Applicant's Name: _____ Applicant's Signature: _____ Date: _____

You have successfully hired a student in CMS.