



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

**Student Worker Job Data Changes** allows departments to enter data changes for student assistants, bridge and work study students, as well as instructional student assistants directly into CMS.

**Process Frequency:** Ad hoc

**Pay Rate Change**

<p><b>Step 1:</b></p> <p>Navigate to the correct page:</p> <p><a href="#">Menu</a> &gt; <a href="#">CSUF HR</a> &gt; <a href="#">Student Workers</a> &gt; <a href="#">Process Student Workers</a></p> <p><b>Note:</b> 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><b>Step 2:</b></p> <p>Once you have selected <a href="#">Process Student Workers</a> you will be prompted to search for the student you are changing the pay rate for.</p> <p>Enter:</p> <ol style="list-style-type: none"> <li>1) Department</li> <li>2) Job Code (1868, 1870, 1871, 1872, 1874, 1875, 1150 or 1151)</li> <li>3) EmplID/CWID</li> </ol> <p><b>Step 3:</b></p> <p>Click <a href="#">Student Employee Search</a></p> <p><b>Note:</b> If you do not know the department number or job code, click  then <a href="#">Lookup</a>.</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>	<p><b>Student Employee Search</b></p> <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 data-bbox="592 1305 1417 1473"> <p><b>Required Information</b></p> <p><b>Department:</b> <input type="text" value="10057"/>  CMS Project</p> <p><b>Job Code:</b> <input type="text" value="1870"/>  Student Assistant</p> </div> <div data-bbox="592 1491 1417 1736"> <p><b>Student Search Information</b></p> <p><b>EmplID/CWID:</b> <input type="text" value="802231993"/></p> <p>If you have the student's SSN, you may acquire the CWID by visiting <a href="#">'Campus-Wide Identification web site'</a> web page.</p> <p><a href="#">Student Employee Search</a></p> </div> <p>For additional information regarding hiring student employees, please visit the Career Centers <a href="#">'Student Employment Program'</a> 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**.

CALIFORNIA STATE UNIVERSITY, FULLERTON  
**CSUF Campus Wide ID**

\*Enter Social Security Number (No Hyphen): [.....]

Enter Last Name: [Brewer]

**Campus Wide ID** **Reset**

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CALIFORNIA STATE UNIVERSITY, FULLERTON  
**CSUF Campus Wide ID**

\*Enter Social Security Number (No Hyphen): [.....]

Enter Last Name: [.....]

Campus Wide ID is: **800001778**

**Campus Wide ID** **Reset**

[Click here to print your CWID.](#)

\*Many alumni who graduated between 1959 and 1989 have not yet been assigned a CWID. If you are one of these people, you can call Alumni Relations at (714) CSU-ALUM to have one generated. You will need to give them your Social Security Number to verify your identity.

**Step 4:**

The results from your search will appear on the Student Search Results page.

To make a pay change, click **Select** next to the student workers appointment that you wish to change.

**Note:** To view historical estimated start/end dates and standard hours, click on **Custom Job**. To continue processing the pay change click the [Return to Search Page](#) link.

EmplID: 801369091    Name: White, Kurtis

Year: 2007    Term: SPRG    Current Enrolled Units: 15.00

Select job to modify OR add a concurrent job

Empl Rcd#	Effective Date	Effective Sequence	DeptID	Description	Agency	Unit	Job Code	Pay Status	Reason	Select	Custom Job
1	06/02/2007	0	10057	CMS Project	242	541	1874	A	Concurrent Job	<b>Select</b>	Custom Job

[Add A Concurrent Job](#)

**Student Workers - Custom Job Data History**

Kurtis White    EmplID: 801369091    Empl Rcd Nbr: 1

Effective Date	Sequence	Action	Reason	Standard Hours	Expected Job Start Date	Expected Job End Date	Updated By	Date/Time Stamp
1 06/02/2007	0	HIR	CON	0.00				05/25/07 9:11AM

[Return to Search Page](#)

**Save**





**Step 7:**

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

Print the confirmation and obtain the appropriate signature from your department. Send a copy of the signed confirmation to Payroll Services.

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

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

**Step 7A:**

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

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

From: hfultst@calstate.edu  
 To: Ledyard, Lyn  
 Cc:  
 Subject: Student Worker Confirmation Ticket for Titan, Amanda  
 Attachments: FULAW08B\_5592.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/Employment-9.pdf>) to the Payroll Office, College Park, Suite 370 (phone: 714-218-2521), prior to the student's first day of work. Note: Resident Alien students must submit additional documentation before employment can be approved. Please contact Greg Sweet at 714-218-9571 for information. **The student is not eligible to begin work until he/she has been approved by Payroll.***

CWID	802231993
Empl. Kod #	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	00025600
Agency	242
Reporting Unit	541
Class Code	1870
Serial Number	905
Job Title	Student Assistant
Compensation Rate (hr)	88.55

Authorized Department Signature

Date



<p><b>Step 7B:</b></p> <p>The Federal Work Study confirmation ticket page needs three additional pieces of information to be completed by the department that is hiring the student worker before submitting to Financial Aid.</p> <ol style="list-style-type: none"> <li>1. Federal Work Study Allocation</li> <li>2. Award Year</li> <li>3. Position Title</li> </ol> <p>Once this information is completed, a copy of the signed confirmation must be sent to Payroll Services.</p>	<div style="text-align: center;">  <p><b>Student Worker Confirmation Ticket and Appointment Notification</b></p> </div> <p style="color: red; font-size: small;">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.</p> <p style="color: red; font-size: small;">If your student is required to sign in with Payroll Services, please make sure the student brings a copy of this confirmation ticket, the <b>completed application</b>, original Social Security card, and proof of eligibility for employment required for the I-9 (complete list of acceptable documents can be found at <a href="http://www.uscis.gov/files/form/i-9.pdf">http://www.uscis.gov/files/form/i-9.pdf</a>) 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. <b>The student is not eligible to begin work until he/she has been approved by Payroll.</b></p> <p><b>Required Student Information:</b>          Federal Work Study (FWS) Allocation*: _____          Award Year: _____          Position Title: _____  <i>*Students can obtain FWS award information by visiting Titan Online</i></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr><td>CWID</td><td>898060256</td></tr> <tr><td>Empl Rcd #</td><td>1</td></tr> <tr><td>Effective Date</td><td>1/22/2007</td></tr> <tr><td>Current Date</td><td>1/22/2007</td></tr> <tr><td>Appointment End Date</td><td>5/31/2006</td></tr> <tr><td>Last Name</td><td>Titan</td></tr> <tr><td>Middle Name</td><td></td></tr> <tr><td>First Name</td><td>Angela</td></tr> <tr><td>Action</td><td>HIR</td></tr> <tr><td>Action Reason</td><td>CON</td></tr> <tr><td>Department Code</td><td>10057</td></tr> <tr><td>Department</td><td>CMS Project</td></tr> <tr><td>CMS Position Number</td><td>00026876</td></tr> <tr><td>Agency</td><td>242</td></tr> <tr><td>Reporting Unit</td><td>541</td></tr> <tr><td>Class Code</td><td>1871</td></tr> <tr><td>Serial Number</td><td>975</td></tr> <tr><td>Job Title</td><td>Stdnt Trnee,On-Cmpns Wk Stdy</td></tr> <tr><td>Compensation Rate (/hr)</td><td>\$8.55</td></tr> </table>	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	Stdnt Trnee,On-Cmpns Wk Stdy	Compensation Rate (/hr)	\$8.55
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<p><i>You have successfully entered a pay change for a student worker.</i></p>																																							



**Reappointment**

<p><b>Step 1:</b></p> <p>Navigate to the correct page:</p> <p><a href="#">Menu &gt; CSUF HR &gt; Student Workers &gt; Process Student Workers</a></p> <p><b>Note:</b> 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><b>Step 2:</b></p> <p>Once you have selected <a href="#">Process Student Workers</a> you will be prompted to search for the student you are changing the position for.</p> <p>Enter:</p> <ol style="list-style-type: none"> <li>1) Department</li> <li>2) Job Code (1868, 1870, 1871, 1872, 1874, 1875, 1150 or 1151)</li> <li>3) EmplID/CWID</li> </ol> <p><b>Step 3:</b></p> <p>Click <a href="#">Student Employee Search</a></p> <p><b>Note:</b> If you do not know the department number or job code, click  then <a href="#">Lookup</a>.</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 black; padding: 5px;"> <p><b>Required Information</b></p> <p><b>Department:</b> <input type="text" value="10057"/>  CMS Project</p> <p><b>Job Code:</b> <input type="text" value="1870"/>  Student Assistant</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Student Search Information</b></p> <p><b>EmplID/CWID:</b> <input type="text" value="802231993"/></p> <p>If you have the student's SSN, you may acquire the CWID by visiting <a href="#">'Campus-Wide Identification web site'</a> web page.</p> <p style="text-align: center;"><a href="#">Student Employee Search</a></p> </div> <p>For additional information regarding hiring student employees, please visit the Centers <a href="#">'Student Employment Program'</a> web page.</p>																								
<p><b>Step 4:</b></p> <p>The Student Search Results page displays.</p> <p>To reappoint a student worker's appointment, click <a href="#">Select</a> next to correct line you wish to reappoint.</p>	<table border="1"> <thead> <tr> <th>Empl Rcd#</th> <th>Effective Date</th> <th>Effective Sequence</th> <th>DeptID</th> <th>Description</th> <th>Agency</th> <th>Unit</th> <th>Job Code</th> <th>Pay Status</th> <th>Reason</th> <th>Select</th> <th>Custom Job</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/02/2007</td> <td>0</td> <td>10057</td> <td>CMS Project</td> <td>242</td> <td>541</td> <td>1874</td> <td>A</td> <td>Concurrent Job</td> <td><a href="#">Select</a></td> <td>Custom Job</td> </tr> </tbody> </table> <p style="text-align: right;"><a href="#">Add A Concurrent Job</a></p>	Empl Rcd#	Effective Date	Effective Sequence	DeptID	Description	Agency	Unit	Job Code	Pay Status	Reason	Select	Custom Job	1	06/02/2007	0	10057	CMS Project	242	541	1874	A	Concurrent Job	<a href="#">Select</a>	Custom Job
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<p><b>Note:</b> To view historical estimated start/end dates and standard hours, click on <b>Custom Job</b>. To continue processing the reappointment click the <a href="#">Return to Search Page</a> link.</p>	<p><b>Student Workers - Custom Job Data History</b></p> <p>Kurtis White      EmplID: 801369091      Empl Rcd Nbr: 1</p> <p>Customize   Find   View All   # First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Sequence</th> <th>Action</th> <th>Reason</th> <th>Standard Hours</th> <th>Expected Job Start Date</th> <th>Expected Job End Date</th> <th>Updated By</th> <th>Date/Time Stamp</th> </tr> </thead> <tbody> <tr> <td>1 06/02/2007</td> <td>0</td> <td>HIR</td> <td>CON</td> <td>0.00</td> <td></td> <td></td> <td></td> <td>05/25/07 9:11AM</td> </tr> </tbody> </table> <p><a href="#">Return to Search Page</a></p> <p>Save</p>	Effective Date	Sequence	Action	Reason	Standard Hours	Expected Job Start Date	Expected Job End Date	Updated By	Date/Time Stamp	1 06/02/2007	0	HIR	CON	0.00				05/25/07 9:11AM
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<p><b>Step 5:</b></p> <p>The Student Job Change page displays.</p> <p>Scroll to <b>Job Data</b></p> <p>Select the <b>Action</b> from the drop down.</p> <p>Select Reappointment.</p>	<p><b>Student Job Change</b></p> <p>Enter the student's job change information and press the save button.</p> <p>Name: White,Kurtis      EmplID: 801369091      Empl Rcd#: 1</p> <p>Payroll Status: Active</p> <p>Effective Date:      Last Effective Date: 06/02/2007</p> <p>Appointment End Date:      Last Appointment End Date: 08/31/2007</p> <p><b>Personal Data</b></p> <p>Social Security #: ***-**-6303      DOB: 10/0000X</p> <p>Address:      State:      Postal:      City:      </p> <p><b>Job Data</b></p> <p>Department: 10057      CMS Project      Action: <b>Reappointment</b></p> <p>Job Code: 1874      Brgd Student Assistant</p> <p>Position #: 00025059      Brgd Student Assistant</p> <p>Fund: NA      Unit: 541      Enterprise Computing</p>																		
<p><b>Step 6:</b></p> <p>The following fields required data entry:</p> <ul style="list-style-type: none"> <li>Duration of Appointment</li> <li>Position Number (if applicable)</li> <li>Rate Range</li> <li>Hourly Rate</li> </ul> <p>Using the drop down menu enter the <b>Duration of Appointment</b> for the reappointment.</p> <p>Note: The Effective Date and Appointment End Date will populate based upon your selection.</p> <p>Using the drop down menu enter the <b>Rate Range</b> for the reappointment.</p> <p>If the hourly rate is changing, enter the correct hourly rate for the reappointment. The existing hourly rate will default. You may override it, if necessary.</p> <p>Click <b>Save</b></p>	<p>Name: White,Kurtis      EmplID: 801369091      Empl Rcd#: 1</p> <p>Appointment Duration: <b>01/01/2007 - 05/30/2007</b></p> <p>Effective Date:      Payroll Status: Active</p> <p>Appointment End Date:      Last Effective Date: 06/02/2007</p> <p>06/02/2007 - 08/31/2007 08/17/2006 - 01/02/2007 08/17/2006 - 05/30/2007 09/01/2006 - 01/02/2007 09/01/2006 - 05/30/2007</p> <p>Personal Data</p> <p>Social Security #: ***-**-6303      DOB: 10/0000X</p> <p>Address:      State:      Postal:      City:      </p> <p><b>Job Data</b></p> <p>Department: 10057      CMS Project      Action: Reappointment</p> <p>Job Code: 1874      Brgd Student Assistant</p> <p>Position #: 00025059      Brgd Student Assistant</p> <p>Fund: NA      Unit: 541      Enterprise Computing</p> <p><b>Compensation Data</b></p> <p>Rate Range: <b>Range 2: \$7.55 - \$8.16 - \$8.76</b>      Hourly Rate: <b>\$8.00</b></p> <p>Optional Division Reporting</p> <p>Estimated Start Date:      Estimated End Date:      Standard Hours: 0.00</p> <p>Save</p>																		



You will receive a

✓ The Save was successful.  
message. Click **OK**.

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

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

**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 7A:**

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

**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\_5592.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 714-238-2521) 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 Simon at 714-238-3571 for information. The student is not eligible to begin work until he/she has been approved by Payroll.

CWID	802231993
Empl Rod #	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	00025600
Agency	342
Reporting Unit	341
Class Code	1870
Serial Number	005
Job Title	Student Assistant
Compensation Rate (/hr)	88.55

Authorized Department Signature

MM/DD/YYYY  
Date



<p>All work study student employees (job codes 1151, 1871, 1872, 1875 or 1876) display this confirmation ticket page.</p> <p><b>Step 7B:</b></p> <p>The Federal Work Study confirmation ticket page needs three additional pieces of information to be completed by the department that is hiring the student worker before submitting to Financial Aid.</p> <ol style="list-style-type: none"> <li>1. Federal Work Study Allocation</li> <li>2. Award Year</li> <li>3. Position Title</li> </ol> <p>Once this information is completed, a copy of the signed confirmation must be send to Payroll Services.</p>	<div style="text-align: center;">  <p><b>Student Worker Confirmation Ticket and Appointment Notification</b></p> </div> <p style="color: red; font-size: small;">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.</p> <p style="color: red; font-size: small;">If your student is required to sign in with Payroll Services, please make sure the student brings a copy of this confirmation ticket, the <b>completed application</b>, original Social Security card, and proof of eligibility for employment required for the (complete list of acceptable documents can be found at <a href="http://www.uscis.gov/files/form/i-9.pdf">http://www.uscis.gov/files/form/i-9.pdf</a>) to the Payroll Office, Co 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. <b>The student is not eligible to begin work until he/she has been approved by Payroll.</b></p> <p><b>Required Student Information:</b>                  Federal Work Study (FWS) Allocation*: _____                  Award Year: _____                  Position Title: _____  <i>*Students can obtain FWS award information by visiting Titan Online</i></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr><td>CWID</td><td>898060256</td></tr> <tr><td>Empl Rcd #</td><td>1</td></tr> <tr><td>Effective Date</td><td>1/22/2007</td></tr> <tr><td>Current Date</td><td>1/22/2007</td></tr> <tr><td>Appointment End Date</td><td>5/31/2006</td></tr> <tr><td>Last Name</td><td>Titan</td></tr> <tr><td>Middle Name</td><td></td></tr> <tr><td>First Name</td><td>Angela</td></tr> <tr><td>Action</td><td>HIR</td></tr> <tr><td>Action Reason</td><td>CON</td></tr> <tr><td>Department Code</td><td>10057</td></tr> <tr><td>Department</td><td>CMS Project</td></tr> <tr><td>CMS Position Number</td><td>00026876</td></tr> <tr><td>Agency</td><td>242</td></tr> <tr><td>Reporting Unit</td><td>541</td></tr> <tr><td>Class Code</td><td>1871</td></tr> <tr><td>Serial Number</td><td>975</td></tr> <tr><td>Job Title</td><td>Stdent Trnee,On-Cmpns Wrk Study</td></tr> <tr><td>Compensation Rate (/hr)</td><td>\$8.55</td></tr> </table>	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-Cmpns Wrk Study	Compensation Rate (/hr)	\$8.55
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*You have successfully processed a reappointment for a student worker.*