



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

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 active 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

<p><b>Step 1:</b> Navigate to the correct page:</p> <p><a href="#">Menu</a> &gt; <a href="#">CSUF HR</a> &gt; <a href="#">Inquire</a> &gt; <a href="#">Student Worker Job Roster</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>The screenshot shows the PeopleSoft interface. On the left, a menu is expanded to 'Inquire', with 'Student Worker Job Roster' highlighted by a red circle. In the main content area, under the 'Inquire' section, there are three tiles: 'Faculty Job Roster', 'Staff and Mgmt Job Roster', and 'Student Worker Job Roster'. The 'Student Worker Job Roster' tile is also highlighted with a red circle.</p>
<p><b>Step 2:</b> Once you have selected <a href="#">Student Worker Job Roster</a> search page will appear. Click the <b>Search</b> button to display your job roster(s).</p> <p>If you have access to only one department, your roster will display.</p>	<p>The screenshot shows the 'Employee Job Roster' search page. It includes a 'Find an Existing Value' section with search criteria: 'SetID' (dropdown), 'Department' (dropdown with 'begins with' selected), and 'Description' (dropdown with 'begins with' selected). There is a 'Case Sensitive' checkbox. At the bottom, the 'Search' button is highlighted with a red circle, along with 'Clear', 'Basic Search', and 'Save Search Criteria' options.</p>



**Note:** If you have security access to multiple departments/rosters you will be required to choose which department roster's you want displayed.

### Employee Job Roster

Enter any information you have and click Search. Leave fields blank for a list of

#### Find an Existing Value

SetID: =

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
<a href="#">FLCMP</a>	<a href="#">10001</a>	<a href="#">A&amp;R Data Coordination</a>
<a href="#">FLCMP</a>	<a href="#">10002</a>	<a href="#">Academic Advisement</a>
<a href="#">FLCMP</a>	<a href="#">10003</a>	<a href="#">Academic Senate</a>
<a href="#">FLCMP</a>	<a href="#">10004</a>	<a href="#">Accounting</a>
<a href="#">FLCMP</a>	<a href="#">10005</a>	<a href="#">Accounting &amp; Financial Rpting</a>
<a href="#">FLCMP</a>	<a href="#">10006</a>	<a href="#">Accounts Payable</a>
<a href="#">FLCMP</a>	<a href="#">10008</a>	<a href="#">Administration - IT</a>
<a href="#">FLCMP</a>	<a href="#">10009</a>	<a href="#">Administrative Computing</a>



Student Job Roster

Department: 10057 CMS Project

Student Employees on Pay Status by Department																	
Name	EmpID	Empl Rcd#	CSU Agency	CSU Unit	Job Code	CSU Serial	Hourly Rate	Payroll Status	Appointment End Date	Last Action	Effective Date	Work Pmt Expires	Initial I9	I9 Expiration	Multi-Job?	Payroll Approved?	Financial Aid Approved?
1 Aaron,Aaron	801861774	1	242	541	1870	906	7.00	Active	12/16/2006	Concurrent Job	09/01/2006				Yes	No	N/A
2 Aaron,Karen	800441933	0	242	541	1870	906	8.00	Active	06/02/2006	Rehire	09/01/2006		02/02/06	02/02/09	Yes	Yes	N/A
3 Aaron,Karen	800441933	1	242	541	1871	975	8.00	Active	06/02/2007	Concurrent Job	09/01/2006		02/02/06	02/02/09	Yes	Yes	Yes
4 Aguirre,Jesse	800386468	0	242	541	1868	906	7.50	Active	06/02/2007	Student Pay Rate Change	11/01/2006				No	No	N/A
5 Rice,Jasmine	800744344	0	242	541	1874	961	10.00	Active	06/02/2006	Student Pay Rate Change	02/01/2006		07/03/2006	10/19/2007	No	Yes	N/A
6 Rodriguez,Lizzette E	892300104	1	731	541	1870	906	9.05	Active	08/31/2006	Concurrent Job	09/01/2007		11/08/05	11/08/08	Yes	Yes	N/A
7 Titan,Amanda M	802231993	0	242	541	1870	906	8.75	Active	06/02/2007	Student Pay Rate Change	01/31/2007				No	No	N/A
8 Titan,Angela	898060256	1	242	541	1871	975	8.55	Active	05/31/2006	Concurrent Job	01/22/2007				Yes	Yes	No
9 Titan,Aubrey B	802835512	0	242	541	1870	906	7.50	Active	12/16/2006	New Temp Appointment	01/03/2007				No	No	N/A

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.
EmpID	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.
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.