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.

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**Step 1:**

Navigate to the correct page:

```
Menu > CSUF HR > Student Workers > Process Student Workers
```

Note: You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.

---

**Step 2:**

Once you have selected **Process Student Workers** you will be prompted to search for the student you are appointing.

Enter:

1) Department
2) Job Code (1150, 1151, 1868, 1870, 1871, 1872, 1874, 1875 or 1876)
3) EmplID/CWID

---

**Step 3:**

Click **Student Employee Search**

**Note:** If you do not know the department number or job code, click then **Lookup**.

All values available for you to view are displayed. Click the hyperlink of the value that you are searching for (i.e. 10253)

---

**Student Employee Search**

Please enter your Department and the Job Code you want to work with.

Also enter the student EmplID/CWID in the Student Search Information.

**Required Information**

<table>
<thead>
<tr>
<th>Department</th>
<th>10057</th>
<th>CMS Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code</td>
<td>1870</td>
<td>Student Assistant</td>
</tr>
</tbody>
</table>

**Student Search Information**

<table>
<thead>
<tr>
<th>EmplID/CWID</th>
<th>802231993</th>
</tr>
</thead>
</table>

If you have the student's SGN, you may acquire the CWID by visiting ['Campus-Wide Identification web site'] web page.

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For additional information regarding hiring student employees, please visit the Career Centers ['Student Employment Program'] web page.
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).

---

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.
**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.

**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.

**Note:** The effective date and appointment end date will default based on the duration of appointment that you enter.

⚠️ Click Return to Search Results at the bottom of the page if the student displayed is incorrect.
Step 7:
Under Compensation Data, use the drop down menu to choose the rate range.

Step 8:
Enter the actual hourly rate of the appointment in the Hourly Rate field.

Step 9 (Optional):
For internal reporting purposes, enter information into the following fields:
- Estimated Start Date
- Estimated End Date
- Standard Hours

Click on the Custom Job History to view historical Divisional Reporting information.

Note: These fields are not required. They are used solely for internal division and departmental tracking.
Step 10:

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

<table>
<thead>
<tr>
<th>Required Student Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal Work Study (FWS) Allocation</strong>:</td>
</tr>
<tr>
<td>Award Year:</td>
</tr>
<tr>
<td>Position Title:</td>
</tr>
</tbody>
</table>

*Students can obtain FWS award information by visiting Team Online*
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.