Student Worker Job Data Changes 8.9

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**

**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 changing the pay rate for.

Enter:
1) Department
2) Job Code (1868, 1870, 1871, 1872, 1874, 1875, 1150 or 1151)
3) EmpID/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)
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:**
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.
The Student Job Change page displays.

**Step 5:**

Scroll to **Job Data**.

Select the **Action** from the drop down

Select Pay Change.

**Step 6:**

The following fields required data entry:

- Effective Date
- Rate Range
- Hourly Rate

Using the drop down select the **Effective Date**.

Effective Date is the beginning of the next pay period. Pay changes can be retroactive as long as it does not precede the last transaction date.

Use the drop down to enter the new **Rate Range**.

Enter the new **Hourly Rate** for the student.

Click **Save**

You will receive a **The Save was successful** message. Click **OK**.
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.
Step 7B:

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.

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

Once this information is completed, a copy of the signed confirmation must be send to Payroll Services.

<table>
<thead>
<tr>
<th>Student Worker Confirmation Ticket and Appointment Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the required information: FWS Allocation, Award Year, Position Title, and attach the signature of the authorized department administrator. Submit the signed confirmation to Payroll Services, University Hall 117.</td>
</tr>
<tr>
<td>If your student is required to sign in with Payroll Services, please make sure the student brings a copy of the confirmation page. The completed application, original Social Security card, and proof of citizenship for employment required for the FWS (complete list of acceptable documents can be found at <a href="http://www.fullerton.edu/payroll/files/05-16-07-01.pdf">http://www.fullerton.edu/payroll/files/05-16-07-01.pdf</a> in the Payroll Office). College students have 7 days to provide the Payroll Office. After the 7-day grace period, students must send additional documentation before employment can be approved. Please contact Greg Vest at x278-5071 for information. The student is not eligible to begin work until the form has been approved by Payroll.</td>
</tr>
</tbody>
</table>

**Required Student Information:**

FWS Allocation: ____________________________

Award Year: ________________________________

Position Title: ______________________________

*Students can obtain FWS award information by visiting E-Time Online*

You have successfully entered a pay change for a student worker.
Reappointment

**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 changing the position for.

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

**Step 3:**
Click Student Employee Search

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

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

**Step 4:**
The Student Search Results page displays.

To reappoint a student worker's appointment, click Select next to correct line you wish to reappoint.
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**Note:** To view historical estimated start/end dates and standard hours, click on **Custom Job**. To continue processing the reappointment click the **Return to Search Page** link.

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### Step 5:

The Student Job Change page displays.

Scroll to **Job Data**

Select the **Action** from the drop down.

Select Reappointment.

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### Step 6:

The following fields required data entry:
- Duration of Appointment
- Position Number (if applicable)
- Rate Range
- Hourly Rate

Using the drop down menu enter the **Duration of Appointment** for the reappointment.

Note: The Effective Date and Appointment End Date will populate based upon your selection.

Using the drop down menu enter the **Rate Range** for the reappointment.

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.

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Click **Save**.
You will receive a 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: hflukis@csufbs.edu
To: Leduard, Lyn
Cc: 
Subject: Student Worker Confirmation Ticket for Titan,Amanda
Attachments: [FLLAWGEB 5942.PDF (80 KB)]

Attached is the Student Worker Confirmation Ticket.

If your student employee is new to Cal State Fullerton, email the student the Student Worker Confirmation Ticket at the email address entered in the appointment appointment. If the student confirms their employment, include a copy of this confirmation ticket with the student's application materials (Social Security card and proof of eligibility for employment). Submit the signed confirmation to Payroll Services. If the student is already employed at Cal State Fullerton, email the student the Student Worker Confirmation Ticket at the email address entered in the appointment appointment. If the student confirms their employment, include a copy of this confirmation ticket with the student's application materials (Social Security card and proof of eligibility for employment). Submit the signed confirmation to Payroll Services.

The student is not eligible to work until the confirmation ticket is received, signed, and submitted.
All work study student employees (job codes 1151, 1871, 1872, 1875 or 1876) display this confirmation ticket page.

**Step 7B:**

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.

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

Once this information is completed, a copy of the signed confirmation must be sent to Payroll Services.

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**Student Worker Confirmation Ticket and Appointment Notification**

Complete the required information: FWS Allocation, Award Year, Position Title, and obtain the signature of the department administrator. Submit the signed confirmation (see photocopy) 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 form. A list of acceptable documents can be found at [http://www.fullerton.edu/hr/forms/180.pdf](http://www.fullerton.edu/hr/forms/180.pdf) to the Payroll Office, Cal Poly Suite 770 (phone: 714-278-3251), prior to the student’s first day of work. Non-Pension Allen students must submit additional documentation before employment can be approved. Please contact Greg Sweet at 714-278-5471 for information. The student is not eligible to begin work until the signature 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*

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You have successfully processed a reappointment for a student worker.