The Student Worker Custom Job Data is an optional tool that allows departments to update and track a student's expected start date, expected end date, and standard work hours. **Note:** The Student Worker Custom Job Data is **not** optional for processors in the Academic Affairs division.

**Process Frequency:** Ad hoc.

### Step 1:

Navigate to the correct page:

1. Home > CSUF HR > Student Workers > Custom Job Data Search

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

The Student Job Data search page appears.

### Step 2:

Click **Search** to view the list of Student CWID/EMPLID numbers available to you.

Or if you know the student's CWID/EMPLID number you can enter it and click **Search**.

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**Student Workers - Custom Job Data Search**

Please enter one or more values in the search parameters below and click on **Search**.

From your search results, click on the **Select** button for the record you wish to view.

**Search Parameters**

- **EmpID:**
- **Empl ID:**
- **First Name:**
- **Last Name:**

[Search button]
Step 2A:

Click on the appropriate CWID/EMPLID from the list.

Note: Depending upon the number of CWID/EMPLID displayed you may have to use the arrow button to navigate through the pages.

The Student Custom Job Data History page appears.

Step 3:

To make changes that occur prior to the start of the expected start date, modify any of the following fields:

- Standard Hours,
- Expected Job Start Date, or
- EmplID (CWID)

Click to update the information.

Step 4:

To make changes that occur after the student’s expected start date you may add an additional row by selecting the button.

A new row appears.
**Step 4a:**
Enter information into the following fields:

- Standard Hours,
- Expected Job Start Date, or
- EmplID (CWID)

Click **Save** to complete the transaction.

**Step 5:**
Deleting a row of data.
You may also delete a transaction by using the **button**.

**Step 5a:**
Warning Message – You must confirm you want to delete the selected row.
Click **OK** to continue.

The transaction will no longer appear on the page.
Click **Save** to continue.

*You have successful updated Student Worker Custom Job Data.*