
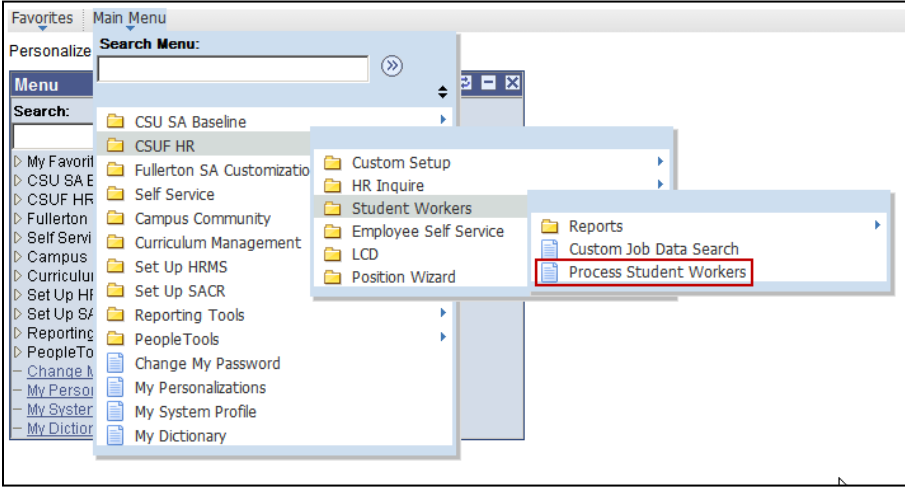




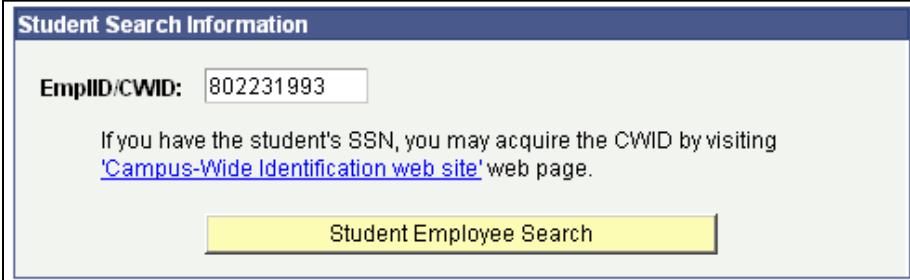
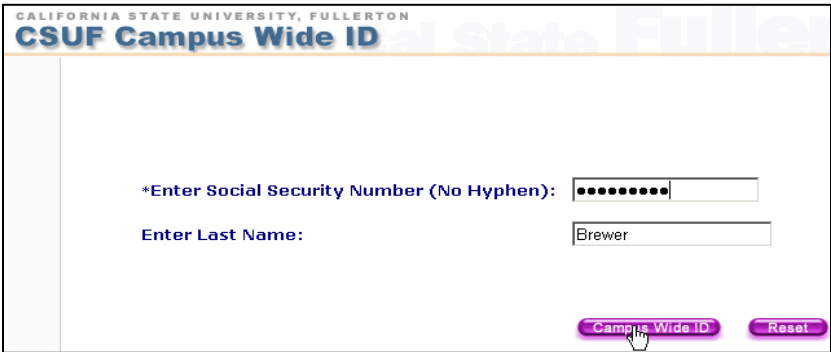
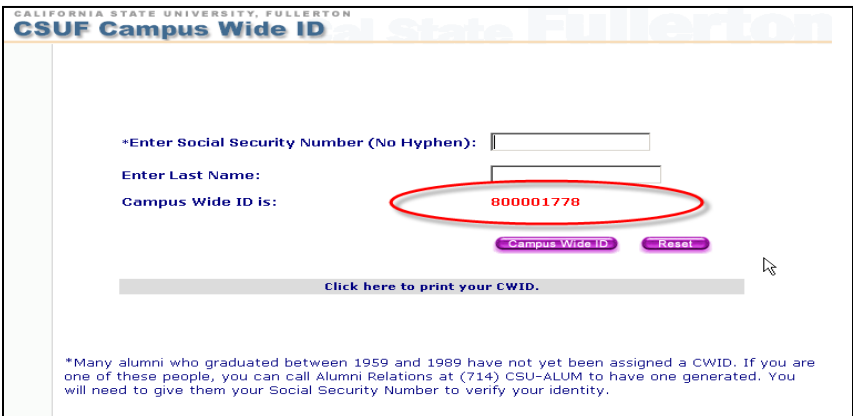
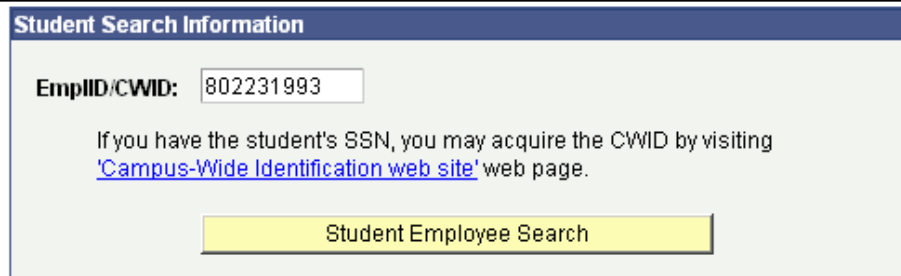

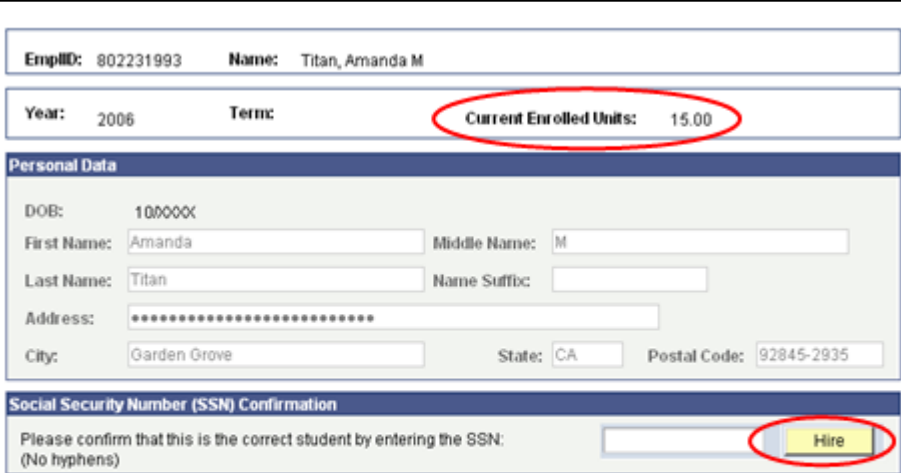

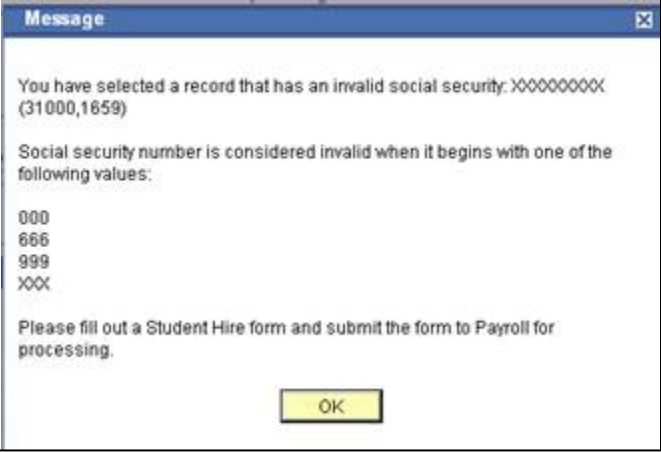

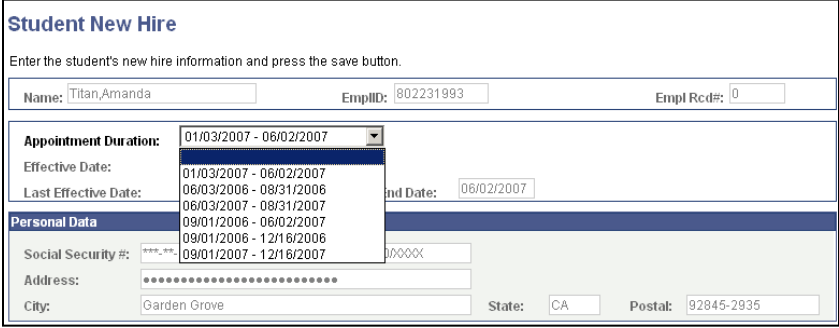
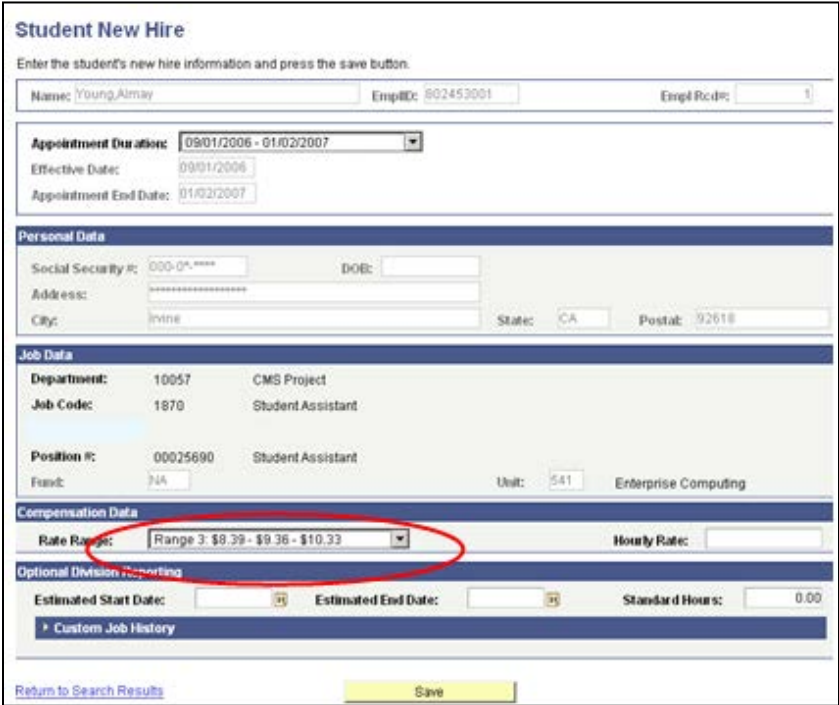




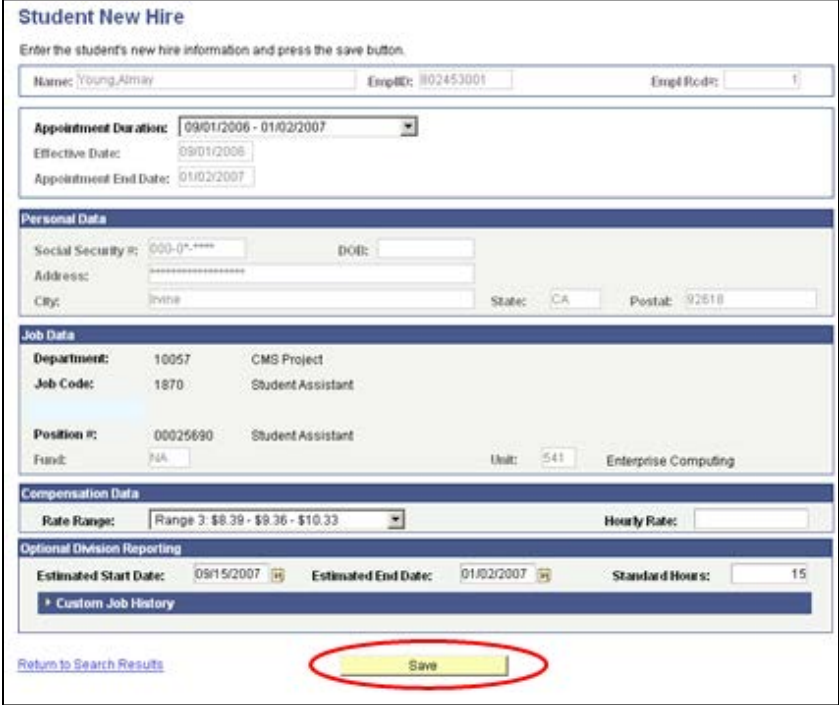



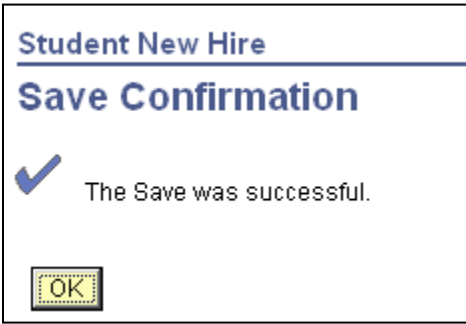
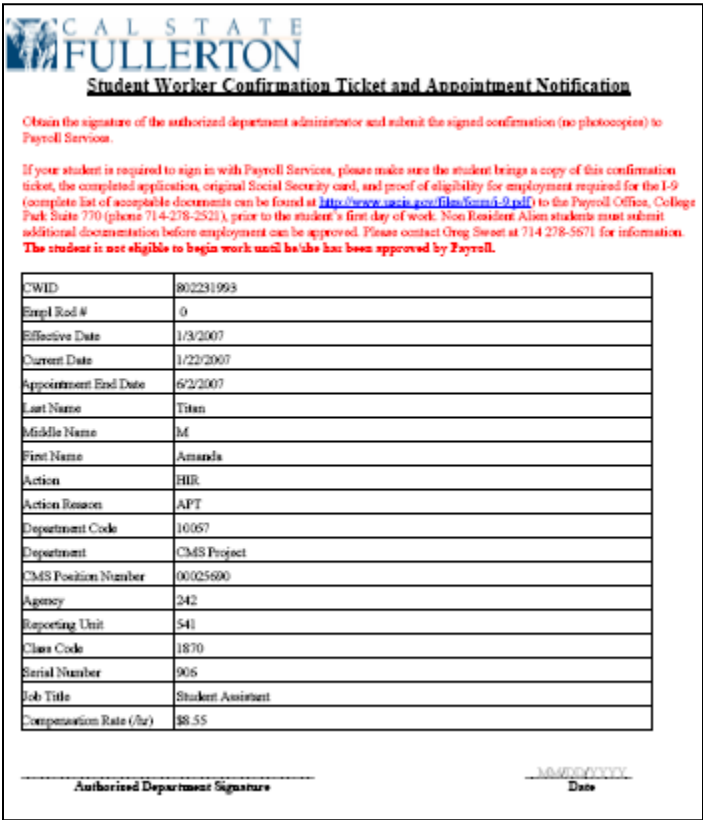
Processing Steps	Screen Shots
<p><b>Step 1:</b> Navigate to the correct page: <a href="#">Menu</a> &gt; <a href="#">CSUF HR</a> &gt; <a href="#">Student Workers</a> &gt; <a href="#">Process Student Workers</a>.</p> <p> You may navigate to the appropriate link using the menu list on the left or the menu navigation at the top of the page.</p>	
<p><b>Step 2:</b> Once you have selected <a href="#">Process Student Workers</a> you will be prompted to search for the student you are appointing.</p> <p>Enter:</p> <ul style="list-style-type: none"> <li>• Department</li> <li>• Job Code (1150, 1151, 1868, 1870, 1871, 1872, 1874, 1875 or 1876)</li> <li>• EmplID/CWID</li> </ul> <p> If you do not know the department number or job code, click the magnifying glass icon (  ) then <b>Look Up</b>.</p>	<h3 data-bbox="581 856 1024 898">Student Employee Search</h3> <p data-bbox="581 930 1292 989">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="581 1024 1469 1213"> <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="581 1230 1469 1493"> <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;"><input type="button" value="Student Employee Search"/></p> </div> <p data-bbox="581 1528 1446 1587">For additional information regarding hiring student employees, please visit the Career Centers <a href="#">'Student Employment Program'</a> web page.</p>

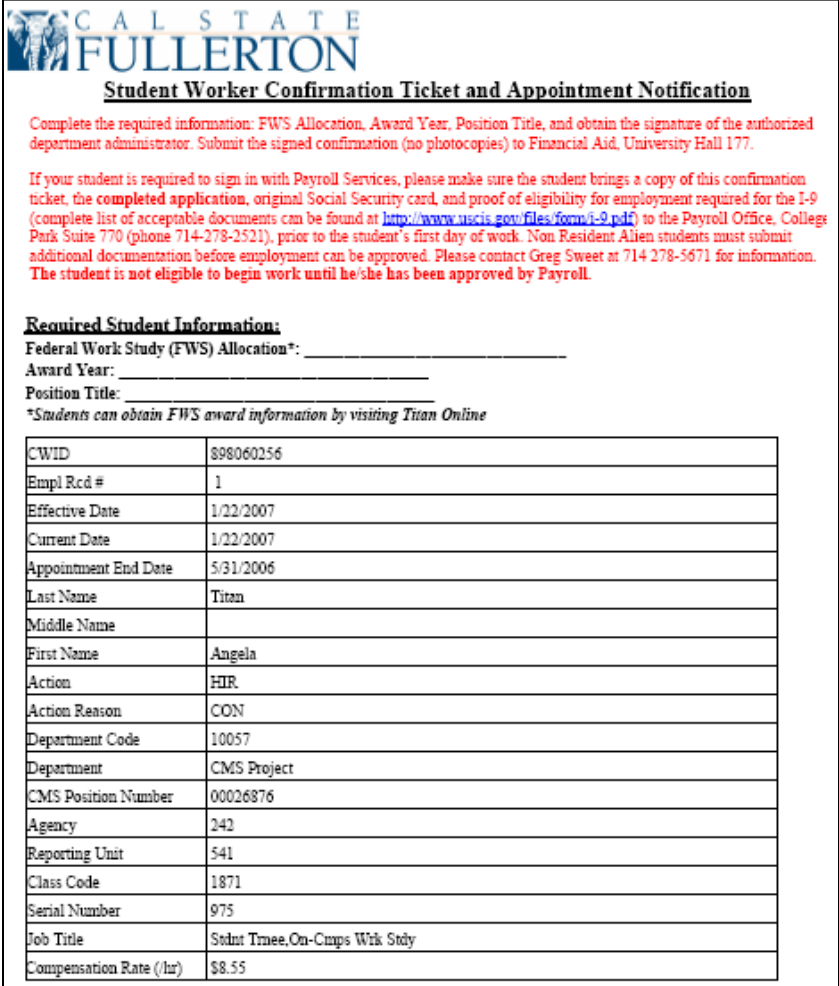
Processing Steps	Screen Shots
<p><b>Step 2a:</b> If you do not know the EmplID, otherwise known as CWID, you can locate the number by clicking on <a href="#">'Campus-Wide Identification web site'</a>.</p>	 <p><b>Student Search Information</b></p> <p>EmplID/CWID: <input type="text" value="802231993"/></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><input type="button" value="Student Employee Search"/></p> <p>For additional information regarding hiring student employees, please visit the Career Centers <a href="#">'Student Employment Program'</a> web page.</p>
<p><b>Step 2b:</b> Enter the Social Security Number along with the Last Name of the student that you are searching for.</p> <p>Click <b>Campus-Wide ID</b>.</p>	 <p>CALIFORNIA STATE UNIVERSITY, FULLERTON <b>CSUF Campus Wide ID</b></p> <p>*Enter Social Security Number (No Hyphen): <input type="text" value="....."/></p> <p>Enter Last Name: <input type="text" value="Brewer"/></p> <p><input type="button" value="Campus Wide ID"/> <input type="button" value="Reset"/></p>
<p><b>Step 2c:</b> The Campus Wide ID that met your search criteria will be displayed in <b>RED</b>.</p>	 <p>CALIFORNIA STATE UNIVERSITY, FULLERTON <b>CSUF Campus Wide ID</b></p> <p>*Enter Social Security Number (No Hyphen): <input type="text"/></p> <p>Enter Last Name: <input type="text"/></p> <p>Campus Wide ID is: <b>800001778</b></p> <p><input type="button" value="Campus Wide ID"/> <input type="button" value="Reset"/></p> <p><a href="#">Click here to print your CWID.</a></p> <p><small>*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.</small></p>


Processing Steps	Screen Shots
<p><b>Step 3:</b> Once you have entered the student's EmplID, click <b>Student Employee Search</b>.</p>	 <p><b>Student Search Information</b></p> <p>EmplID/CWID: <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><input type="button" value="Student Employee Search"/></p> <p>For additional information regarding hiring student employees, please visit the Career Centers <a href="#">'Student Employment Program'</a> web page.</p>
<p><b>Step 4:</b> Review the student's personal data to confirm that this is the employee that you wish to hire.</p> <p>Once you have confirmed the information, enter the SSN and click <b>Hire</b>.</p> <p> Enter the student's Social Security Number (SSN) with no hyphens (example, 555667777).</p>	 <p>EmplID: 802231993    Name: Titan, Amanda M</p> <p>Year: 2006    Term:    <b>Current Enrolled Units: 15.00</b></p> <p><b>Personal Data</b></p> <p>DOB: 100000</p> <p>First Name: <input type="text" value="Amanda"/>    Middle Name: <input type="text" value="M"/></p> <p>Last Name: <input type="text" value="Titan"/>    Name Suffix: <input type="text"/></p> <p>Address: <input type="text" value="*****"/></p> <p>City: <input type="text" value="Garden Grove"/>    State: <input type="text" value="CA"/>    Postal Code: <input type="text" value="92845-2935"/></p> <p><b>Social Security Number (SSN) Confirmation</b></p> <p>Please confirm that this is the correct student by entering the SSN: <input type="text"/> <input type="button" value="Hire"/></p> <p> Be sure to review the student's <b>Current Enrolled Units</b> (circled above) to ensure the student is enrolled in the correct number of units for the job code you are hiring them into.</p>
<p><b>Step 4a:</b> 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.</p>	 <p><b>Message</b></p> <p>You have selected a record that has an invalid social security: XXXXXXXXXX (31000,1659)</p> <p>Social security number is considered invalid when it begins with one of the following values:</p> <p>000 666 999 XXX</p> <p>Please fill out a Student Hire form and submit the form to Payroll for processing.</p> <p><input type="button" value="OK"/></p>

Processing Steps	Screen Shots
<p><b>Step 5:</b> Once you have verified the information for the student, you can process the appointment in CMS.</p> <p>Using the drop down menu, enter the duration of appointment. This is the timeframe for which you are appointing the student.</p>  <p>The effective date and appointment end date will default based on the duration of appointment that you enter</p> <p>Click <b>Return to Search Results</b> at the bottom of the page if the student displayed is incorrect.</p>	 <p><b>Student New Hire</b> Enter the student's new hire information and press the save button.</p> <p>Name: Titan, Amanda      EmplID: 802231993      Empl Rcd#: 0</p> <p>Appointment Duration: 01/03/2007 - 06/02/2007 Effective Date: 01/03/2007 - 06/02/2007 Last Effective Date: 06/03/2006 - 08/31/2006      End Date: 06/02/2007</p> <p><b>Personal Data</b> Social Security #: ***-**-00000 Address: ..... City: Garden Grove      State: CA      Postal: 92845-2935</p>
<p><b>Step 6:</b> Under Compensation Data, use the drop down menu to choose the rate range.</p>	 <p><b>Student New Hire</b> Enter the student's new hire information and press the save button.</p> <p>Name: Young, Almay      EmplID: 802453001      Empl Rcd#: 1</p> <p>Appointment Duration: 09/01/2006 - 01/02/2007 Effective Date: 09/01/2006 Appointment End Date: 01/02/2007</p> <p><b>Personal Data</b> Social Security #: 000-01-****      DOB: ..... Address: ..... City: Irvine      State: CA      Postal: 92618</p> <p><b>Job Data</b> Department: 10057      CMS Project Job Code: 1870      Student Assistant Position #: 00025690      Student Assistant Fund: N/A      Unit: 541      Enterprise Computing</p> <p><b>Compensation Data</b> Rate Range: Range 3: \$9.39 - \$9.36 - \$10.33      Hourly Rate: .....</p> <p><b>Optional Division Reporting</b> Estimated Start Date: .....      Estimated End Date: .....      Standard Hours: 0.00</p> <p><a href="#">Return to Search Results</a>      <a href="#">Save</a></p>
<p><b>Step 7:</b> Enter the <u>actual</u> hourly rate of the appointment in the Hourly Rate field.</p>	 <p><b>Compensation Data</b> Rate Range: Range 3: \$7.71 - \$9.60 - \$9.49      Hourly Rate: 8.50</p> <p><a href="#">Return to Search Results</a>      <a href="#">Save</a></p>

Processing Steps	Screen Shots
<p><b>Step 8 (Optional):</b> For internal reporting purposes, enter information into the following fields:</p> <ul style="list-style-type: none"> <li>• Estimated Start Date</li> <li>• Estimated End Date</li> <li>• Standard Hours</li> </ul> <p>Click on <b>Custom Job History</b> to view historical Divisional Reporting information.</p>  <p>These fields are not required. They are used solely for internal division and departmental tracking.</p>	 
<p><b>Step 9:</b> Once you have entered and <b>confirmed all fields</b> are filled out correctly, click <b>Save</b>.</p>	

Processing Steps	Screen Shots																																						
<p><b>Step 10:</b> You will receive a confirmation message that the save was successful. Click <b>OK</b>.</p> <p>An email will be sent to the person who entered the appointment information.</p>  <p>Depending on the type of student you hire, two different types of confirmation ticket pages will display.</p> <p>All student employees (job codes 1150, 1868, 1870, or 1874) display this confirmation ticket page.</p>	<div data-bbox="570 233 1032 554">  </div> <div data-bbox="570 554 1406 810"> <p>From: hfultst@calstate.edu                  To: Ledyard, Lyn                  Cc:                  Subject: Student Worker Confirmation Ticket for Titan,Amanda</p> <p>Attachments: FULAW08B_5586.PDF (80 KB)</p> <p>Attached is the Student Worker Confirmation Ticket.</p> </div>																																						
<p><b>Step 10a:</b> Print this confirmation and obtain the appropriate signature from your department. Send the signed confirmation (no photocopies) to Payroll Services.</p> <p>The student must bring a copy of this confirmation if required to sign in with Payroll Services.</p> <p>All work study student employees (job codes 1151, 1871, 1872, 1875 or 1876) display this confirmation ticket page</p>	<div data-bbox="570 894 1268 1709">  <p><b>CAL STATE FULLERTON</b>  <b>Student Worker Confirmation Ticket and Appointment Notification</b></p> <p>Obtain the signature of the authorized department administrator and submit the signed confirmation (no photocopies) to Payroll Services.</p> <p>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 <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 714-278-2523), 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> <table border="1"> <tr><td>EWID</td><td>802231993</td></tr> <tr><td>Emp# Rod #</td><td>0</td></tr> <tr><td>Effective Date</td><td>1/3/2007</td></tr> <tr><td>Current Date</td><td>1/22/2007</td></tr> <tr><td>Appointment End Date</td><td>6/2/2007</td></tr> <tr><td>Last Name</td><td>Titan</td></tr> <tr><td>Middle Name</td><td>M</td></tr> <tr><td>First Name</td><td>Amanda</td></tr> <tr><td>Action</td><td>HIR</td></tr> <tr><td>Action Reason</td><td>APT</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>00025600</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>1870</td></tr> <tr><td>Serial Number</td><td>905</td></tr> <tr><td>Job Title</td><td>Student Assistant</td></tr> <tr><td>Compensation Rate (/hr)</td><td>88.55</td></tr> </table> <p>Authorized Department Signature _____ Date _____</p> </div>	EWID	802231993	Emp# 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	242	Reporting Unit	541	Class Code	1870	Serial Number	905	Job Title	Student Assistant	Compensation Rate (/hr)	88.55
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Processing Steps	Screen Shots																																						
<p><b>Step 10b:</b> 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.</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>The student will not be able to sign in with Payroll Services <u>until</u> 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.</p>	 <p><b>Fullerton State University</b> <b>Student Worker Confirmation Ticket and Appointment Notification</b></p> <p>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>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 <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"> <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-Cmps Wk 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-Cmps Wk Study	Compensation Rate (/hr)	\$8.55
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Processing Steps	Screen Shots
<p><b>Step 11:</b> When processing a student <u>new hire</u> or <u>rehire</u>, attached to your confirmation ticket will be the CSUF Student Employment Application. This application should be completed by the student.</p> <p>The student is then required to bring the application and a copy of the confirmation ticket when they sign in with Payroll Services.</p>	 <p>The screenshot shows the 'CALIFORNIA STATE UNIVERSITY FULLERTON Student Employment Application' form. It includes sections for Personal Data (Name, Address, Phone, Email), Education (Course of study, Class Standing), Employment History (two entries for previous jobs), and References (three entries). It also contains an Agreement section with a disclaimer and a signature line at the bottom for the Applicant's Name, Signature, and Date.</p>