Information Technology

Effective 5/31/12, appointment processing for Instructional Student Assistants (ISA) has been moved to the Temp Faculty module. Contact Faculty Affairs & Records for more information.

Contents

Process a Pay Change for a Student Worker	. 1
Reappoint a Student Worker	. 8

Processing Steps	Screen Shots
Step 2: Once you have selected Process	Student Employee Search
Student Workers you will be	Please enter your Department and the Job Code you want to work with
prompted to search for the student you are appointing.	Also enter the student EmplID/CWID in the Student Search Information.
	Required Information
Enter:	
Department Job Code (1969, 1970, 1971)	Department: 10057 Q CMS Project
• J00 Code (1868, 1870, 1871, 1872, 1874, 1875 or 1876)	Job Code: 1870 🔍 Student Assistant
EmpIID/CWID	
8	Student Search Information
If you do not know the	EmpliD/CWID: 802231993
department number or job code,	If you have the student's SSN, you may acquire the CWID by visiting
(Chick the magnifying glass icon	<u>'Campus-Wide Identification web site</u> web page.
	Student Employee Search
	For additional information regarding hiring student employees, please visit the Career
	Centers <u>'Student Employment Program'</u> web page.
Step 2a:	Chudant Caarab Information
If you do not know the EmpIID,	
locate the number by clicking on	EmpliD/CWID: 802231993
<u>'Campus-Wide Identification web</u>	If you have the student's SSN, you may acquire the CWID by visiting
<u>site</u> .	Campus-wide identification web site web page.
	Student Employee Search
	For additional information regarding hiring student employees, please visit the Career Centers 'Student Employment Program' web page

FINAL

Processing Steps	Screen Shots
Step 2b: Enter the Social Security Number along with the Last Name of the student that you are searching for. Click Campus-Wide ID.	*Enter Social Security Number (No Hyphen): Enter Last Name: Campter Wide ID Campter Wide ID Reset
<u>Step 2c:</u> The Campus Wide ID that met your search criteria will be displayed in RED.	CSUF Campus Wide ID *Enter Social Security Number (No Hyphen): Enter Last Name: Compus Wide ID is: BD0001778 Compus Wide ID is: BD0001778 Compus Wide ID Click here to print your CWID. *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.
Step 3: Once you have entered the student's EmpIID, click Student Employee Search.	Student Search Information EmpIID/CWID: 802231993 If you have the student's SSN, you may acquire the CWID by visiting 'Campus-Wide Identification web site' web page. Student Employee Search For additional information regarding hiring student employees, please visit the Career Centers 'Student Employment Program' web page.

Processing Steps	Screen Shots
<u>Step 4:</u> The results from your search will appear on the Student Search Results page.	EmpliD: 801368091 Name: White, Kurtis Year: 2007 Term: SPRO Custent Enrolled Units: 15.00 Select job to modify OR add a concurrent job Customize Eng Verw AB Custent Customize Eng Verw AB Customize E
To make a pay change, click Select next to the student workers appointment that you wish to change.	Conduction Conduction Description Description Description Description Description Custom Jac 1 08/02/2007 0 10057 CMS Project 242 541 1874 A Concurrent Jab Custom Jac Add A Concurrent Job
To view historical estimated start/end dates and standard hours, click on Custom Job .	
<u>Step 5:</u> Scroll to Job Data .	Student Job Change Enter the student's job change information and press the save button.
Select the Action from the drop-	Name: White Xurtis EmptD: 801309091 EmptRcd#; 1
down menu.	Payroll Status: Active Effective Date: 0.6/02/2007 Appointment End Date: 0.0/03/2007
Select Pay Change.	Personal Data Security #: ******6303 Dog: 1000000

Address:

Department:

Job Code:

Position R:

Fund:

10057

1874

00025059

CMS Project

Brdg Student Assistant

Brdg Student Assistant

3IV Job Data Postal

Termination 641 Enterprise Computing

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State:

Action

Unit

Pay Change

Processing Steps	Screen Shots
 Step 6: The following fields required data entry: Effective Date Rate Range Hourly Rate Using the drop-down menu select the Effective Date. 	Payt oll Statuss: Active T Effective Date: Di/02/2007 Appointment End Date: Di/02/2007 Last Appointment End Date: 05/31/2007 Per sonal Data 04/01/2007 Social Security #: ***** 05/31/2007 Addr ess: 00/01/2007 City: 00/31/2007 City: 00/31/2007 State: Postal: 04/01/2007 State: Postal: 04/01/2007 City: 00/31/2007
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 menu to enter the new Rate Range . Enter the new Hourly Rate for the student. Click Save .	Department: 10057 CMS Project Attitute: Pay Change Job Code: 1074 Brdg Student Assistant Position R: 00025059 Brdg Student Assistant Print: PVA Unit: 541 Enterprise Computing Compensation Data Rate Range: Range 2: \$7.55 - \$8.16 - \$8.76 • Compensation History Optional Division Reporting Estimated Start Date: Estimated End Date: • Custom Job History Return to Search Results
<u>Step 7:</u> You will receive a THE SAVE WAS SUCCESSFUL message. Click OK.	Student New Hire Save Confirmation The Save was successful.

Processing Stops	Screen Shots
r rocessing Steps	
Step 7: An email will be sent to the person who entered the appointment information.	From: Infultst@calstate.edu To: Ledyard, Lyn Cc: Subject: Student Worker Confirmation Ticket for Titan,Amanda
Print the confirmation and obtain the appropriate signature from your department. Send a copy of the signed confirmation to Payroll Services. Depending on the type of student worker you hire, two	Attachments: To FULAW088_5592.PDF (80 KB)
All student employees (job codes 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.	EXECUTION ASTATE UNIVERSITY FULLERTON Student Worker Confirmation Ticket and Appointment Notification Obtain the signature of the authorized department administrator and submit the signed confirmation (no photocopies) to Payroll Services. 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, organial Social Security card, and proof of elippility for employment required for the Complete list of acceptible documents can be found at http://www.usci.nov/files/formi-0.pdf) to the Payroll Office, College Park Suite 770 (phone 657-278-251), 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 657-657-5671 for information. The student is not eligible to begin work until he/the has been approved by Payroll.
	CWID 894338664 Empl Red # 0 Effective Date 5/31/2012 Current Date 8/6/2012 Appointment End Date 8/30/2012 Last Name Titan Middle Name M First Name Amanda Action HIR - Hire Action Resion APT - APT Department Code 10008 Department Code 10008 Department Code 10008 Department Code 10004937 Agency 242 Reporting Unit 531 Class Code 1874 Senial Number 003 Job Title Bridg Stdnt Asot Compensation Rate (har) 59:50

Processing Steps	Screen Shots	
Step 7b: All work study student employees (job codes 1871, 1872, 1875 or 1876) display this confirmation ticket page. 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.	CALIFORNIA STATE UNIVERSITY FULLERTON Student Worl Obtain the signature of the authorized Services. If your student is required to sign in completed application, original Soci acceptable documents can be found 657-278-2521), prior to the student' employment can be approved. Pleas work until he/she has been approved. Required Student Information Federal Work Study (FWS) Alloca Award Year: Position Title: Office Contact: Supervisor Name:	cer Confirmation Ticket and Appointment Notification d department administrator and submit the signed confirmation (no photocopies) to Payroll with Payroll Services, please make sure the student brings a copy of this confirmation ticket, the ial Security card, and proof of eligibility for employment required for the I-9 (complete list of at <u>http://www.ucis.gov/files/form/i-9.pdf</u>) to the Payroll Office, College Park Suite 770 (phone s first day of work. Non Resident Alien students must submit additional documentation before se contact Greg Sweet at 657-657-5671 for information. The student is not eligible to begin ed by Payroll.
 Federal Work Study Allocation Award Year Position Title Once this information is completed, a copy of the signed confirmation must be send to Payroll Services. 	CWID Empl Rcd # Effective Date Current Date Appointment End Date Last Name Middle Name First Name Action Action Reason Department CMS Position Number Agency Reporting Unit Class Code Serial Number Job Title Compensation Rate (/hr)	893940783 0 5/31/2012 8/6/2012 8/30/2012 Titan Angela HIR - Hire APT - APT 10118 Financial Aid 00025175 242 585 1875 003 Brdg Stdnt Trainee On-Cmps WS \$9.50

Processing Steps	Screen Shots
Reappoint a Student Worker Step 1: Navigate to the correct page: <u>Main Menu > CSUF HR > Student</u> Workers > Process Student Workers. You may navigate to the appropriate link using the menu list on the left or the menu navigation at the top of the screen.	Favorites Main Menu Personalize Search Menu: Search: CSU SA Baseline CSUF HR Custom Setup CSU SA E Self Service Self Servic HR Inquire Campus Set Up RKS Set Up HR Curriculum Management Campus Set Up SACR Set Up SF Reporting PeopleTo Change My Password My Personalizations My System Profile My Diction ary My Dictionary
Step 2: Once you have selected Process Student Workers you will be prompted to search for the student you are appointing. Enter: • Department • Job Code (1868, 1870, 1871, 1872, 1874, 1875 or 1876) • EmpIID/CWID If you do not know the department number or job code, click the magnifying glass icon (() then Look Up.	Student Employee Search Please enter your Department and the Job Code you want to work with. Also enter the student EmpIID/CWID in the Student Search Information. Required Information Department: 10057 Job Code: 1870 Student Assistant Student Search Information EmpIID/CWID: 802231993 If you have the student's SSN, you may acquire the CWID by visiting 'Campus-Wide Identification web site' web page. Student Employee Search For additional information regarding hiring student employees, please visit the Career Centers 'Student Employment Program' web page.

Processing Steps	Screen Shots
Step 2a: If you do not know the EmpIID, otherwise known as CWID, you can locate the number by clicking on 'Campus-Wide Identification web site'.	Student Search Information EmpliD/CWID: 802231993 If you have the student's SSN, you may acquire the CWID by visiting 'Campus-Wide Identification web site' web page. Student Employee Search For additional information regarding hiring student employees, please visit the Career Centers 'Student Employment Program' web page.
<u>Step 2b:</u> Enter the Social Security Number along with the Last Name of the student that you are searching for. Click Campus-Wide ID.	CALIFORNIA STATE UNIVERSITY, FULLERTON CSUF Campus Wide ID *Enter Social Security Number (No Hyphen): Enter Last Name: Campus Wide ID Reset
Step 2c: The Campus Wide ID that met your search criteria will be displayed in RED.	CSUF Campus Wide ID *Enter Social Security Number (No Hyphen): Enter Last Name: Compus Wide ID is: B00001778 Compus Wide ID Click here to print your CWID. *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.

Processing Steps	Screen Shots
Step 3:	Student Search Information
Once you have entered the	
Student's EmpliD, click Student Employee Search	EmpliD/CWID: 802231993
	If you have the student's SSN, you may acquire the CWID by visiting
	Campus-Wide Identification web site' web page.
	Obudant Excelores Oceanity
	Student Employee Search
	Centers 'Student Employment Program' web page.
Step 4:	Emplatic considered Name: White Kurte
The results from your search will	Year: 2007 Term: SPR0 Current Encoded Units: 15:00
appear on the Student Search	Select job to modify OR add a concurrent job
	Cuttorian (Conf.) Were All and Transfordian Australy and Anti- Conf. Sec. All and Conf. Co
To reappoint, click Select next to	1 06/62/2007 0 10057 CMS Project 242 541 1874 A Concurrent Job Select Custom Job
the student worker's record that you	Add A Concurrent Job
wish to reappoint.	
9	
To view historical estimated	
start/end dates and standard hours,	
Click on Custom Job .	
Step 5:	Student Job Change
Scroll to Job Data.	Enter the student's job change information and press the save button.
	Name: White,Kurtis Emplitic \$01369091 Empl Rcd#: 1
down menu	Payroll Status: Active
	Effective Date: 00/02/2007 Annointment End Date: 00/02/2007 Unit Annointment End Date: 00/02/2007
Select reappointment.	Papasana Car Appointer Car Car Appointer Car Car Car Car Car Car Car Car Car Ca
	Social Security #: ***.**6303 DOB: 1000000
	Address:
	Job Data
	Department: 10057 CMS Project Action:
	Job Cede: 1874 Brdg Student Assistant Pay Change Position # 00025058 Brdg Student Assistant Reappointment
	Fund: NA Unit: 541 Enterprise Computing

Processing Steps	Screen Shots
 <u>Step 6:</u> The following fields required data entry: Duration of Appointment Position Number (if applicable) 	Name: White, Kurtis EmptR: 201369091 Empt Rcdre; 1 Appointment Duration: Payroll Status: Active ** Effective Date: 01/01/2007 - 05/30/2007 Last Effective Date; 06/02/2007 Appointment End Date: 08/02/2007 Last Appointment End Date; 08/03/2007 08/07/2007 08/07/2007 08/07/2007 08/07/2007
Rate RangeHourly Rate	Personal Una Opi01/2006 - 01/02/2007 Social Security 9:
Using the drop down menu enter the Duration of Appointment for the reappointment.	Job Data Action: Reappointment Department: 10057 CMS Project Action: Reappointment Job Code: 1874 Brdg Student Assistant Position #: 00025059 Brdg Student Assistant Fund: NA Unit: 541 Enterprise Computing
The Effective Date and Appointment End Date will populate based upon your selection.	Compensation Data Rate Range 2: \$7.55 - \$8.16 - \$8.76 Housty Rate: \$8.00 Compensation History Collocal Detaion Reporting
Using the drop down menu enter the Rate Range for the reappointment.	Estimated Start Date: B Standard Hours: 0.00 Custom Job History Save
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.	
Click Save.	

Processing Steps	Screen Shots
<u>Step 7:</u> You will receive a confirmation message. Click OK .	Student New Hire Save Confirmation
An email will be sent to the person who entered the appointment information.	The Save was successful.
Print the confirmation and obtain the appropriate signature from your department. Submit the signed confirmation (no photocopies) to Payroll Services. Depending on the type of student you hire, two different types of confirmation ticket pages will display.	From: Shfultst@calstate.edu To: Ledyard, Lyn Cc: Subject: Student Worker Confirmation Ticket for Titan, Amanda Attachments: FULAW088_5592.PDF (80 KB) Attached is the Student Worker Confirmation Ticket.
All student employees (job codes 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. Wrom table is required to sign in with Poyell Network place and some for bother trigs a cory of the cord power lide. In the signed confirmation is the signed confirmation in the signed confirmation is the signed confirmation in the signed confirmation is the signed confirmation. Wrom table is required to sign in with Poyell Network place and some for bother trigs a cory of the cord power lide. In the signed confirmation is the signed confirmation. Wrom table is required to sign in with Poyell Network place and the signed confirmation. Wrom table is required to sign in with Poyell Network place and the signed confirmation. Wrom table is required to sign in with Poyell Network place and the signed confirmation. Wrom table is required to sign in with Poyell Network place and the signed confirmation. Wrom table is required to sign in with Poyell Network place and the signed confirmation. Wrow tables and place is the signed of the signed with the signed confirmation. Wrow tables and power place and the signed confirmation. Wrow tables and power place and the signed confirmation. Wrow tables and power place and the signed confirmation. Wrow tables and power place and the signed confirmation. Market and both has been apercent pla	Processing Steps	Screen Shots		
CWID\$94338664Empl Rcd #0Effective Date\$31/2012Current Date\$8/2012Appointment End Date\$10/2012Last NameTitanMiddle NameMFirst NameAmandaActionHIR - HireAction ReasonAPT - APTDepartment Code10008Department Code10008Department Code10008Resortin Vunitor00024957Agency242Reporting Unit531Clars Code1874Serial Number003Jo TuleBrid Schart AstCompensation Rate (fur)\$9:50	<u>Step 7a:</u> Print this confirmation and obtain the appropriate signature from your department. Submit the signed confirmation (no photocopies) to Payroll Services.	Obtain the signature of the authorized department administrator and submit the signed confirmation (no photocopies) to Payroll Services. 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 1-9 (complete it of the completed application, original Social Security card, and proof of eligibility for employment required for the 1-9 (complete its of acceptable documents can be found at this/www.usit.gov/file/found/30/df) to the Payroll Office, Calledon Social Security card, and proof of eligibility for employment required log for the 1-9 (complete list of acceptable documents can be found at this/www.usit.gov/file/found/30/df) to the Payroll Office, Calledon Social Security card, and proof of signature and the student must submit additional documentation before employment can be approved. Please contact forge Sweet at 637-637-367-1671 for information. The student is not eligible to begin work, until he/the has been approved by Payroll.		
Authorized Department Signature Date		CWID Empl Red # Effective Date Current Date Last Name Middle Name First Name Action Department Code Department CMS Position Number Agency Reporting Unit Class Code Serial Number Job Title Compensation Rate (/hr)	894338664 0 5/31/2012 8/6/2012 Titan M Amanda HIR – Hire APT - APT 10008 IT-Administration 00024957 242 531 1874 003 Bridg Stdat Asst 59.50	

Processing Steps	Screen Shots		
Step 7b: All work study student employees (job codes 1871, 1872, 1875 or 1876) display this confirmation ticket page. 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.	Screen Snots Screen Snots Extigored Student State UNIVERSITY FULLERTON Student Worker Confirmation Ticket and Appointment Notification Obtain the signature of the authorized department administrator and submit the signed confirmation (no photocopies) to Payroll Services. 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 1-9 (complete list of acceptable documents can be found at http://www.uscis.gov/files/form/i-9.pdf) to the Payroll Office, College Park Suite 770 (phone 657-37-3-2521), prior to the student's first day of work. Non Resident Alien students must submit additional documentation before employment can be approved by Payroll. Required Student Information Federal Work Study (FWS) Allocation*: Award Year: Position Title: Office Contact: Supervisor Name:		
 Federal Work Study Allocation Award Year Position Title Once this information is completed, a copy of the signed confirmation must be send to Payroll Services. 	CWID Empl Rcd # Effective Date Current Date Appointment End Date Last Name Middle Name First Name Action Action Reason Department Code Department CMS Position Number Agency Reporting Unit Class Code Serial Number Job Title Compensation Rate (/hr)	893940783 0 5/31/2012 8/6/2012 8/30/2012 Titan Angela HIR - Hire APT - APT 10118 Financial Aid 00025175 242 585 1875 003 Brdg Stdnt Trainee On-Cmpt WS \$9.50	