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

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<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Process a Pay Change for a Student Worker</strong></td>
<td></td>
</tr>
<tr>
<td>If the pay rate change is effective on the date of reappointment, process the reappointment at the higher rate of pay.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 1:</strong> Navigate to the correct page:</td>
<td></td>
</tr>
<tr>
<td>Main Menu &gt; CSUF HR &gt; Student Workers &gt; Process Student Workers.</td>
<td></td>
</tr>
<tr>
<td>You may navigate to the appropriate link using the menu list on the left or the menu navigation at the top of the screen.</td>
<td></td>
</tr>
</tbody>
</table>
## Processing Steps

**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)
- EmplID/CWID

If you do not know the department number or job code, click the magnifying glass icon (🔍) then Look Up.

### Screen Shots

**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>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>10057</td>
<td>1870</td>
</tr>
</tbody>
</table>

**Student Search Information**

| EmplID/CWID: 302231993 |

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.

### Step 2a:

If you do not know the EmplID, otherwise known as CWID, you can locate the number by clicking on Campus-Wide Identification website.

**Student Search Information**

| EmplID/CWID: 902231993 |

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.
<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 2b:</strong> Enter the Social Security Number along with the Last Name of the student that you are searching for. Click <strong>Campus-Wide ID</strong>.</td>
<td><img src="image1.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td><strong>Step 2c:</strong> The Campus Wide ID that met your search criteria will be displayed in <strong>RED</strong>.</td>
<td><img src="image2.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td><strong>Step 3:</strong> Once you have entered the student's EmplID, click <strong>Student Employee Search</strong>.</td>
<td><img src="image3.png" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>

---

*Many alumni who graduated between 1959 and 1999 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.*

---

**Student Search Information**

EmplID/CWID: 302231993

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

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

**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.

To view historical estimated start/end dates and standard hours, click on **Custom Job**.

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Step 4 Screenshot" /></td>
</tr>
</tbody>
</table>

**Step 5:**
Scroll to **Job Data**.

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

Select **Pay Change**.

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2.png" alt="Step 5 Screenshot" /></td>
</tr>
</tbody>
</table>
### Processing Steps

#### Step 6:
The following fields required data entry:
- Effective Date
- Rate Range
- Hourly Rate

Using the drop-down menu 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 menu to enter the new **Rate Range**.

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

Click **Save**.

#### Step 7:
You will receive a **THE SAVE WAS SUCCESSFUL** message. Click **OK**.

### Screen Shots

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
</table>
| **Step 6:** The following fields required data entry:  
- Effective Date  
- Rate Range  
- Hourly Rate  
Using the drop-down menu 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 menu to enter the new **Rate Range**.  
Enter the new **Hourly Rate** for the student.  
Click **Save**.  
| ![Screen Shots](image1.png) |

| **Student New Hire**  
**Save Confirmation**  
The Save was successful. |

| ![Screen Shots](image2.png) |
### Processing Steps

**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.

Depending on the type of student worker you hire, two different confirmation ticket pages display.

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.

### Screen Shots

<table>
<thead>
<tr>
<th>From:</th>
<th><a href="mailto:hfultsfl@calstate.edu">hfultsfl@calstate.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td>Leyard, Lyn</td>
</tr>
<tr>
<td>Cc:</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Student Worker Confirmation Ticket for Titan,Amanda</td>
</tr>
<tr>
<td>Attachments:</td>
<td><img src="image" alt="FULAW008_5592.PDF" /> (00 KB)</td>
</tr>
</tbody>
</table>

**Attached is the Student Worker Confirmation Ticket.**
### Processing Steps

**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.

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.

---

### Screen Shots

**Student Worker Confirmation Ticket and Appointment Notification**

Obtain the signature of the authorized department administrator and submit the signed confirmation (no photocopy) 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 E-9 list of acceptable documents. (more information can be found at [http://www però de n car /f i le /f e d e r a l -w o r k -s t u d e nt 1 .pdf](http://www.perdona/field/federal-work-student1.pdf)) to the Payroll Office, College Park Suite 770 (phone: 657-278-2521), 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 Quest at 657-278-5671 for information. The student is not eligible to begin work until he/she has been approved by Payroll.

**Required Student Information**

- **Federal Work Study (FWS) Allocation:**
- **Award Year:**
- **Position Title:**
- **Office Contact:**
- **Supervisor Name:**

---

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWSID</td>
<td>891240785</td>
</tr>
<tr>
<td>EmpId</td>
<td>0</td>
</tr>
<tr>
<td>Effective Date</td>
<td>5/3/2012</td>
</tr>
<tr>
<td>Current Date</td>
<td>8/6/2012</td>
</tr>
<tr>
<td>Appointment End Date</td>
<td>8/30/2012</td>
</tr>
<tr>
<td>Last Name</td>
<td>Titan</td>
</tr>
<tr>
<td>First Name</td>
<td>Angela</td>
</tr>
<tr>
<td>Action</td>
<td>HIRE</td>
</tr>
<tr>
<td>Action Reason</td>
<td>APT - APT</td>
</tr>
<tr>
<td>Department Code</td>
<td>10118</td>
</tr>
<tr>
<td>Department</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>CMS Position Number</td>
<td>000051773</td>
</tr>
<tr>
<td>Agency</td>
<td>242</td>
</tr>
<tr>
<td>Reporting Unit</td>
<td>585</td>
</tr>
<tr>
<td>Class Code</td>
<td>1875</td>
</tr>
<tr>
<td>Social Number</td>
<td>001</td>
</tr>
<tr>
<td>Job Title</td>
<td>Bridge Student Train On-Campus WS</td>
</tr>
<tr>
<td>Compensation Rate (SH)</td>
<td>$9.50</td>
</tr>
</tbody>
</table>
### Reappoint a Student Worker

#### Step 1:
Navigate to the correct page:
[Main Menu > CSUF HR > Student 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.

#### 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)
- EmplID/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 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**

| EmplID/CWID: | 302231993 |

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

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
</table>

### Step 2a:
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 2b:
Enter the Social Security Number along with the Last Name of the student that you are searching for.

Click **Campus-Wide ID**.

### Step 2c:
The Campus Wide ID that met your search criteria will be displayed in **RED**.

---

*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) CSUF-ALUM to have one generated. You will need to give them your Social Security Number to verify your identity.*
### Processing Steps

<table>
<thead>
<tr>
<th>Step 3:</th>
<th>Once you have entered the student’s EmplID, click Student Employee Search.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Search Information</strong></td>
</tr>
<tr>
<td>EmplID/CVID: 302231983</td>
</tr>
<tr>
<td>If you have the student's SSN, you may acquire the CVID by visiting 'Campus-Wide Identification web site' web page.</td>
</tr>
<tr>
<td><img src="image" alt="Student Employee Search" /></td>
</tr>
<tr>
<td>For additional information regarding hiring student employees, please visit the Career Centers ‘Student Employment Program’ web page.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 4:</th>
<th>The results from your search will appear on the Student Search Results page.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To reappoint, click <strong>Select</strong> next to the student worker’s record that you wish to reappoint.</td>
</tr>
<tr>
<td><img src="image" alt="Custom Job" /></td>
<td></td>
</tr>
<tr>
<td>To view historical estimated start/end dates and standard hours, click on <strong>Custom Job</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 5:</th>
<th>Scroll to Job Data.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select the <strong>Action</strong> from the drop-down menu.</td>
</tr>
<tr>
<td><img src="image" alt="Student Job Change" /></td>
<td></td>
</tr>
<tr>
<td>Select <strong>reappointment</strong>.</td>
<td></td>
</tr>
</tbody>
</table>
**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.

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.

Click **Save**.
### Processing Steps

**Step 7:**

You will receive a confirmation 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.

Depending on the type of student you hire, two different types of confirmation ticket pages will display.

All student employees (job codes 1868, 1870, or 1874) display this confirmation ticket page.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Step 7:</strong> You will receive a confirmation message. Click <strong>OK</strong>. 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. Depending on the type of student you hire, two different types of confirmation ticket pages will display. All student employees (job codes 1868, 1870, or 1874) display this confirmation ticket page.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
</table>
| **Student New Hire**  
**Save Confirmation**  
✓ The save was successful.  

From: hfults@csucho.edu  
To: Ledyard, Lyn  
Cc:  
Subject: Student Worker Confirmation Ticket for Titan, Amanda  
Attachments: 📝 FULAW008_5592.PDF (80 KB)  
**Attached is the Student Worker Confirmation Ticket.** |
**Processing Steps**

**Step 7a:**
Print this confirmation and obtain the appropriate signature from your department. Submit the signed confirmation (no photocopies) to Payroll Services.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
</table>

### Student Worker Confirmation Ticket and Appointment Notification

- **Get the signature of the authorized department administrator and submit the signed confirmation (no photocopies) to Payroll Services.**

- **Department**
  - IT-Administrators

- **CNS Position Number**
  - 00004917

- **Agency**
  - ASD

- **Reporting Unit**
  - 551

- **Class Code**
  - 1874

- **Serial Number**
  - 605

- **Job Title**
  - Bridge Index Aide

- **Compensation Rate (hr)**
  - $8.50

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*Authorized Department Signature Date*
**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.

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.

---

### Student Worker Confirmation Ticket and Appointment Notification

Obtain the signature of the authorized department administrator and submit the signed confirmation (no photocopy) 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 I-9 (complete list of acceptable documents can be found at [this link](http://www.wwu.edu/system/files/form/9.pdf)) to the Payroll Office, College Park Suite 770 (phone 577-278-2521), 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 sweeping at 657-657-5671 for information. The student is not eligible to begin work until he/she has been approved by Payroll.

#### Required Student Information

- **Federal Work Study (FWS) Allocation:**
- **Award Year:**
- **Position Title:**
- **Office Contact:**
- **Supervisor Name:**

<table>
<thead>
<tr>
<th>CWSID</th>
<th>B91940783</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emp #</td>
<td>0</td>
</tr>
<tr>
<td>Effective Date</td>
<td>5/31/2012</td>
</tr>
<tr>
<td>Current Date</td>
<td>6/6/2012</td>
</tr>
<tr>
<td>Appointment End Date</td>
<td>8/30/2012</td>
</tr>
<tr>
<td>Last Name</td>
<td>Titan</td>
</tr>
<tr>
<td>First Name</td>
<td>Angela</td>
</tr>
<tr>
<td>Action</td>
<td>MTR – Hire</td>
</tr>
<tr>
<td>Action Reason</td>
<td>APT: APT</td>
</tr>
<tr>
<td>Department Code</td>
<td>10118</td>
</tr>
<tr>
<td>Department</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>CMS Position Number</td>
<td>00051975</td>
</tr>
<tr>
<td>Agency</td>
<td>242</td>
</tr>
<tr>
<td>Reporting Unit</td>
<td>585</td>
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<tr>
<td>Class Code</td>
<td>1875</td>
</tr>
<tr>
<td>Social Number</td>
<td>001</td>
</tr>
<tr>
<td>Job Title</td>
<td>Bridg Stnt Trnns On-Cmp WS</td>
</tr>
<tr>
<td>Compensation Rate (hr)</td>
<td>$9.50</td>
</tr>
</tbody>
</table>