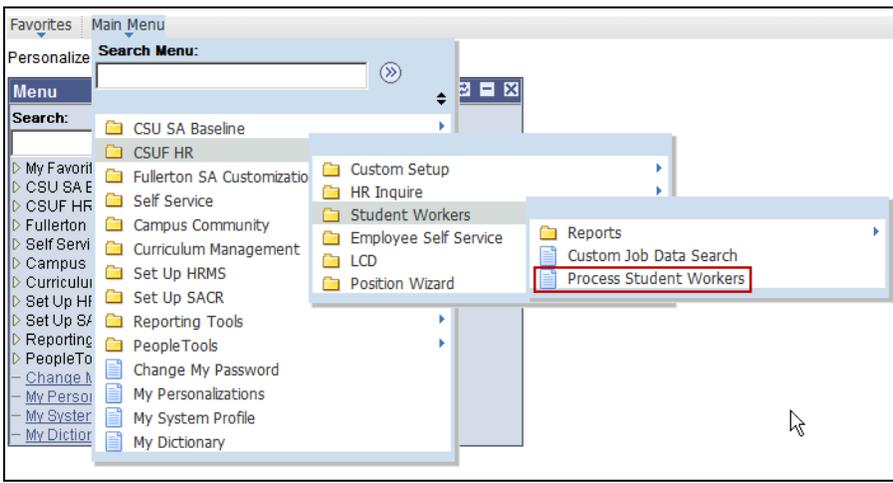




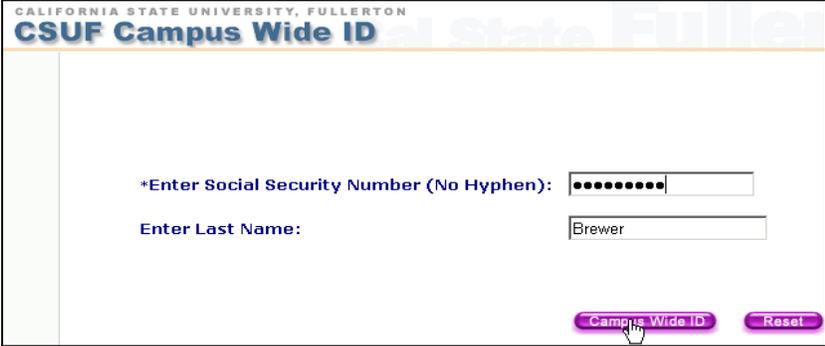
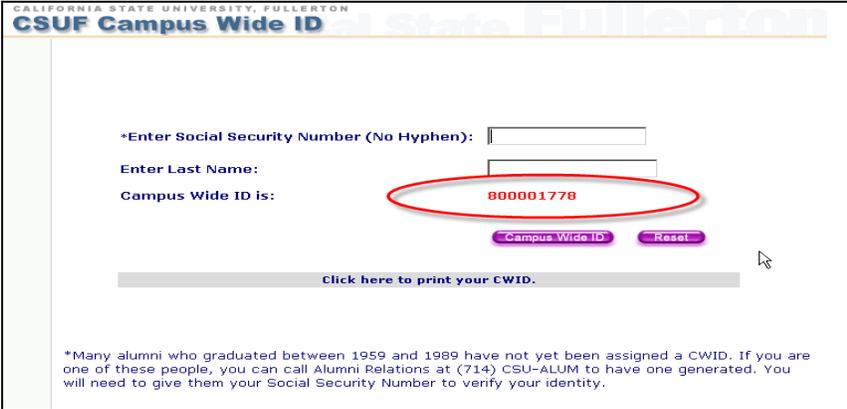
Effective 5/31/12, appointment processing for Instructional Student Assistants (ISA) has been moved to the Temp Faculty module. Contact Faculty Affairs & Records for more information.

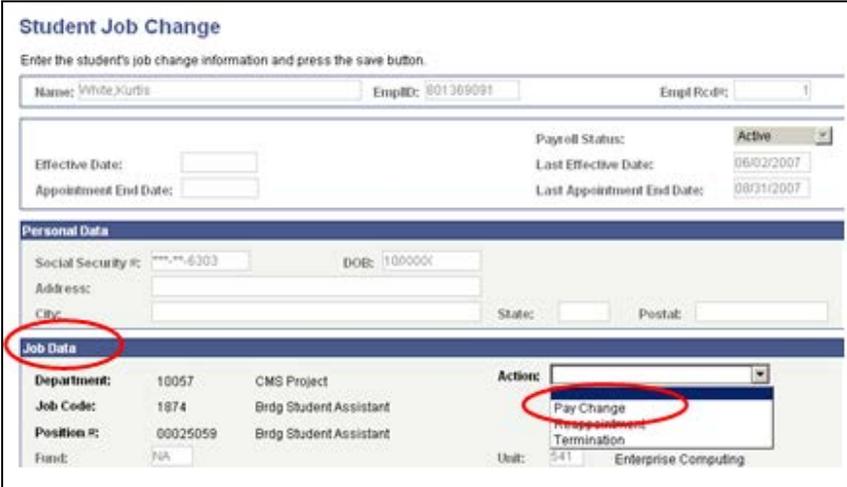
Contents

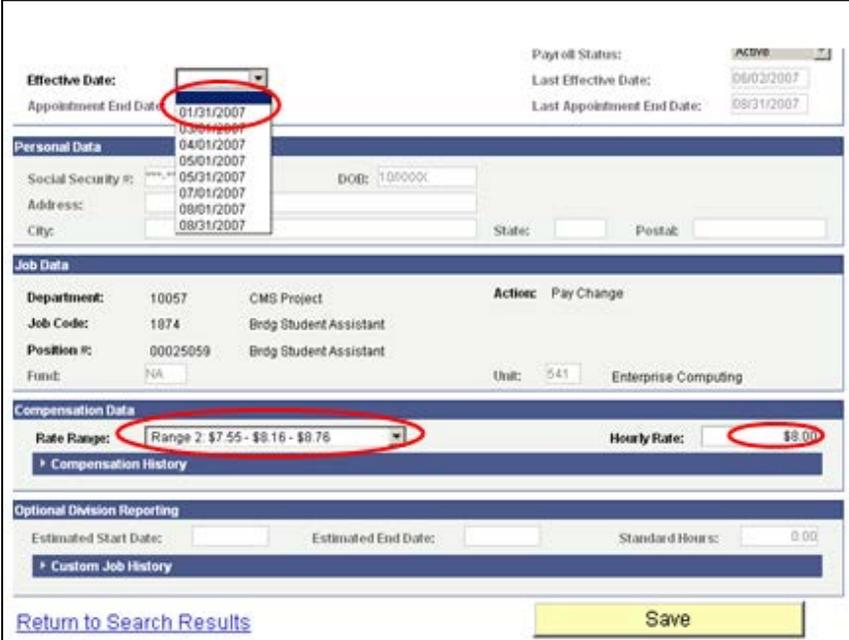
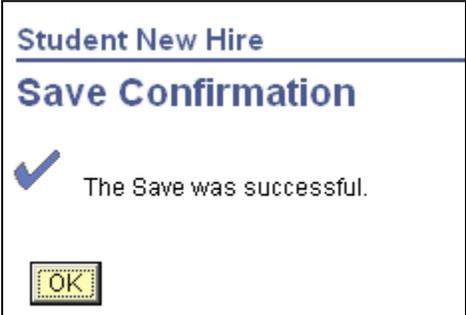
Process a Pay Change for a Student Worker.....	1
Reappoint a Student Worker	8

Processing Steps	Screen Shots
<p>Process a Pay Change for a Student Worker</p>  <p>If the pay rate change is effective on the date of reappointment, process the reappointment at the higher rate of pay.</p> <p>Step 1: Navigate to the correct page: Main Menu > CSUF HR > Student Workers > Process Student Workers.</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 screen.</p>	

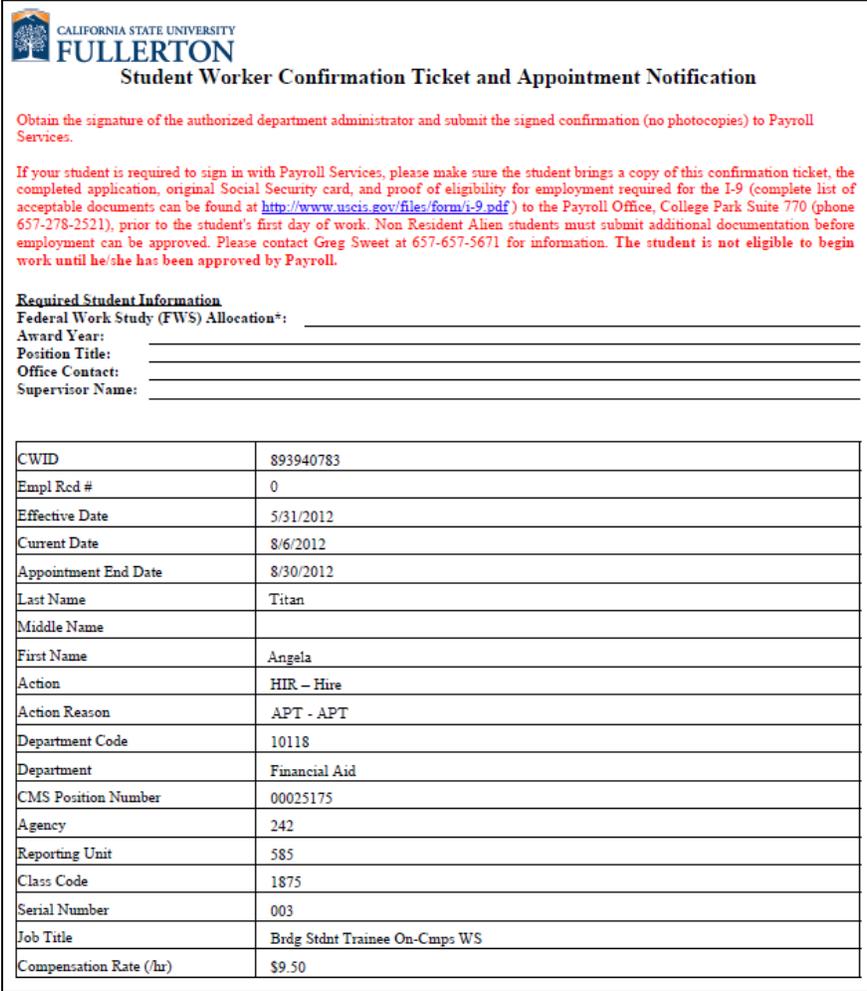
Processing Steps	Screen Shots
<p>Step 2: Once you have selected Process Student Workers you will be prompted to search for the student you are appointing.</p> <p>Enter:</p> <ul style="list-style-type: none"> • Department • Job Code (1868, 1870, 1871, 1872, 1874, 1875 or 1876) • EmplID/CWID <p> If you do not know the department number or job code, click the magnifying glass icon () then Look Up.</p>	<div data-bbox="570 268 1474 1010"> <h3 style="text-align: center;">Student Employee Search</h3> <p>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 style="border: 1px solid #ccc; padding: 5px;"> <p>Required Information</p> <p>Department: <input type="text" value="10057"/>  CMS Project</p> <p>Job Code: <input type="text" value="1870"/>  Student Assistant</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Student Search Information</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 'Campus-Wide Identification web site' web page.</p> <p style="text-align: center;"><input type="button" value="Student Employee Search"/></p> </div> <p>For additional information regarding hiring student employees, please visit the Career Centers 'Student Employment Program' web page.</p> </div>
<p>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'.</p>	<div data-bbox="570 1098 1474 1472"> <h3 style="text-align: center;">Student Search Information</h3> <p>EmplID/CWID: <input type="text" value="802231993"/></p> <p>If you have the student's SSN, you may acquire the CWID by visiting 'Campus-Wide Identification web site' web page.</p> <p style="text-align: center;"><input type="button" value="Student Employee Search"/></p> </div> <p>For additional information regarding hiring student employees, please visit the Career Centers 'Student Employment Program' web page.</p>

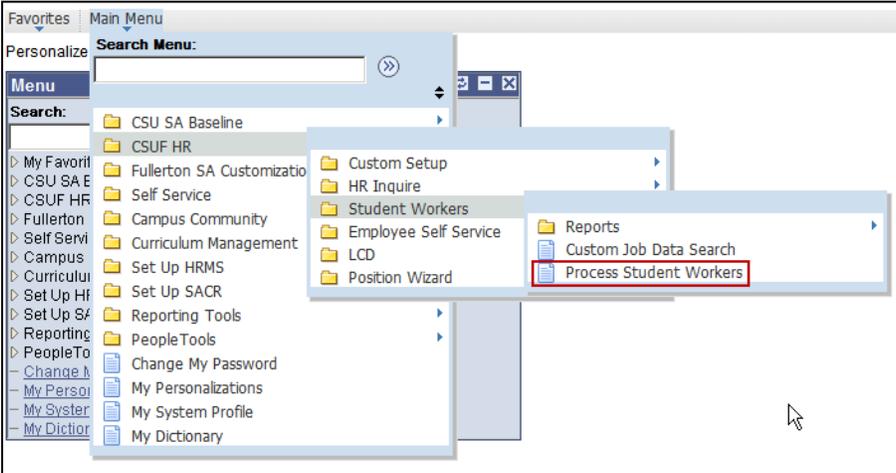
Processing Steps	Screen Shots
<p>Step 2b: Enter the Social Security Number along with the Last Name of the student that you are searching for.</p> <p>Click Campus-Wide ID.</p>	
<p>Step 2c: The Campus Wide ID that met your search criteria will be displayed in RED.</p>	
<p>Step 3: Once you have entered the student's EmplID, click Student Employee Search.</p>	

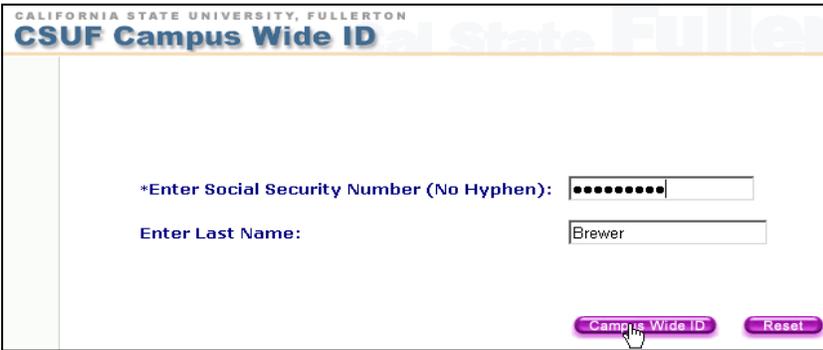
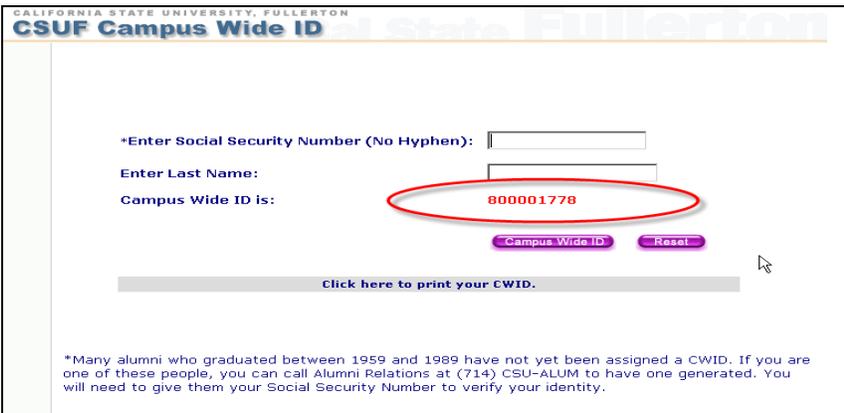
Processing Steps	Screen Shots
<p>Step 4: The results from your search will appear on the Student Search Results page.</p> <p>To make a pay change, click Select next to the student workers appointment that you wish to change.</p>  To view historical estimated start/end dates and standard hours, click on Custom Job .	
<p>Step 5: Scroll to Job Data.</p> <p>Select the Action from the drop-down menu.</p> <p>Select Pay Change.</p>	

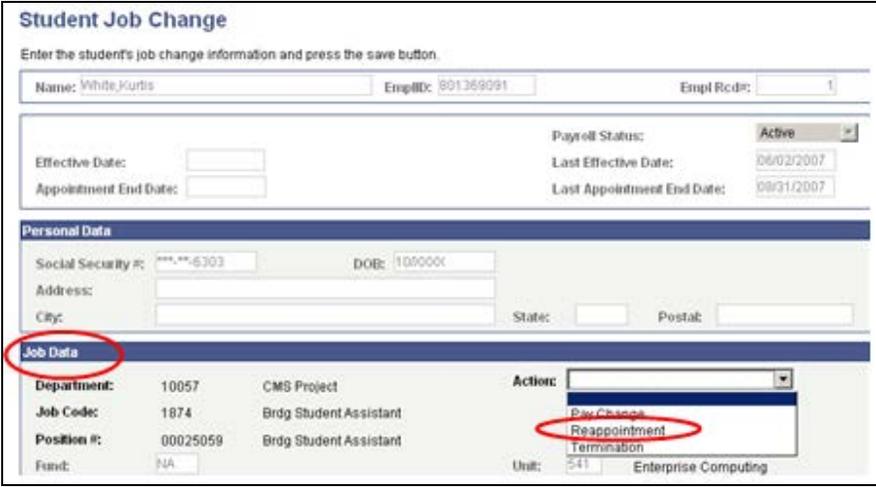
Processing Steps	Screen Shots
<p>Step 6: The following fields required data entry:</p> <ul style="list-style-type: none"> • Effective Date • Rate Range • Hourly Rate <p>Using the drop-down menu select the Effective Date.</p> <p> Effective Date is the beginning of the next pay period. Pay changes can be retroactive as long as it does not precede the last transaction date.</p> <p>Use the drop-down menu to enter the new Rate Range.</p> <p>Enter the new Hourly Rate for the student.</p> <p>Click Save.</p>	
<p>Step 7: You will receive a THE SAVE WAS SUCCESSFUL message. Click OK.</p>	

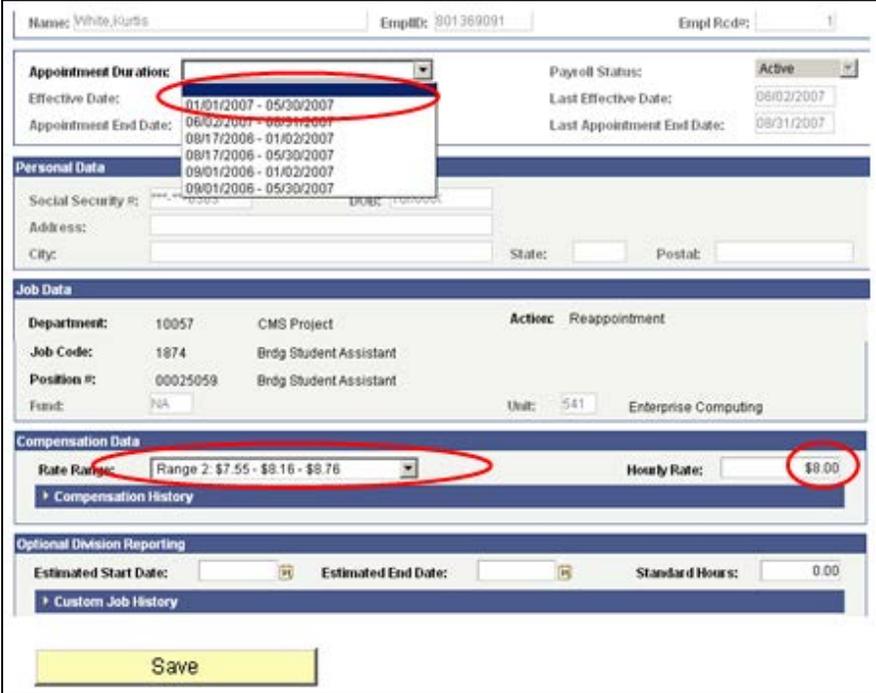
Processing Steps	Screen Shots																																						
<p>Step 7: An email will be sent to the person who entered the appointment information.</p> <p>Print the confirmation and obtain the appropriate signature from your department. Send a copy of the signed confirmation to Payroll Services.</p>  <p>Depending on the type of student worker you hire, two different confirmation ticket pages display.</p> <p>All student employees (job codes 1868, 1870, or 1874) display this confirmation ticket page.</p>	<div data-bbox="570 275 1393 541" style="border: 1px solid black; padding: 5px;"> <p>From:  hfultst@calstate.edu To: Ledyard, Lyn Cc: Subject: Student Worker Confirmation Ticket for Titan, Amanda</p> <p>Attachments:  FULAW08B_5592.PDF (80 KB)</p> <p>Attached is the Student Worker Confirmation Ticket.</p> </div>																																						
<p>Step 7a: Print this confirmation and obtain the appropriate signature from your department. Submit the signed confirmation (no photocopies) to Payroll Services.</p>	<div data-bbox="570 972 1271 1843" style="border: 1px solid black; padding: 5px;">  <p style="text-align: center;">Student Worker Confirmation Ticket and Appointment Notification</p> <p><small>Obtain the signature of the authorized department administrator and submit the signed confirmation (no photocopies) to Payroll Services.</small></p> <p><small>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 http://www.uscis.gov/files/form/i-9.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 Sweet at 657-657-5671 for information. The student is not eligible to begin work until he/she has been approved by Payroll.</small></p> <table border="1" data-bbox="581 1234 1258 1665"> <tr><td>CWID</td><td>894338664</td></tr> <tr><td>Empl Rec #</td><td>0</td></tr> <tr><td>Effective Date</td><td>5/31/2012</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>Middle Name</td><td>M</td></tr> <tr><td>First Name</td><td>Amanda</td></tr> <tr><td>Action</td><td>HIR - Hire</td></tr> <tr><td>Action Reason</td><td>APT - APT</td></tr> <tr><td>Department Code</td><td>10008</td></tr> <tr><td>Department</td><td>IT-Administration</td></tr> <tr><td>CMS Position Number</td><td>00024957</td></tr> <tr><td>Agency</td><td>242</td></tr> <tr><td>Reporting Unit</td><td>531</td></tr> <tr><td>Class Code</td><td>1874</td></tr> <tr><td>Serial Number</td><td>003</td></tr> <tr><td>Job Title</td><td>Brdg Stndt Asst</td></tr> <tr><td>Compensation Rate (/hr)</td><td>\$9.50</td></tr> </table> <p>_____ Authorized Department Signature</p> <p>_____ Date</p> </div>	CWID	894338664	Empl Rec #	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 Reason	APT - APT	Department Code	10008	Department	IT-Administration	CMS Position Number	00024957	Agency	242	Reporting Unit	531	Class Code	1874	Serial Number	003	Job Title	Brdg Stndt Asst	Compensation Rate (/hr)	\$9.50
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<p>Step 7b: All work study student employees (job codes 1871, 1872, 1875 or 1876) display this confirmation ticket page.</p> <p>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.</p> <ol style="list-style-type: none"> 1. Federal Work Study Allocation 2. Award Year 3. Position Title <p>Once this information is completed, a copy of the signed confirmation must be send to Payroll Services.</p>	 <p>CALIFORNIA STATE UNIVERSITY FULLERTON Student Worker Confirmation Ticket and Appointment Notification</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 http://www.uscis.gov/files/form/i-9.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 Sweet at 657-657-5671 for information. The student is not eligible to begin work until he/she has been approved by Payroll.</p> <p>Required Student Information Federal Work Study (FWS) Allocation*: _____ Award Year: _____ Position Title: _____ Office Contact: _____ Supervisor Name: _____</p> <table border="1" data-bbox="581 716 1425 1255"> <tr><td>CWID</td><td>893940783</td></tr> <tr><td>Empl Rcd #</td><td>0</td></tr> <tr><td>Effective Date</td><td>5/31/2012</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>Middle Name</td><td></td></tr> <tr><td>First Name</td><td>Angela</td></tr> <tr><td>Action</td><td>HIR - 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>00025175</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>Serial Number</td><td>003</td></tr> <tr><td>Job Title</td><td>Brdg Stdent Trainee On-Cmps WS</td></tr> <tr><td>Compensation Rate (/hr)</td><td>\$9.50</td></tr> </table>	CWID	893940783	Empl Rcd #	0	Effective Date	5/31/2012	Current Date	8/6/2012	Appointment End Date	8/30/2012	Last Name	Titan	Middle Name		First Name	Angela	Action	HIR - Hire	Action Reason	APT - APT	Department Code	10118	Department	Financial Aid	CMS Position Number	00025175	Agency	242	Reporting Unit	585	Class Code	1875	Serial Number	003	Job Title	Brdg Stdent Trainee On-Cmps WS	Compensation Rate (/hr)	\$9.50
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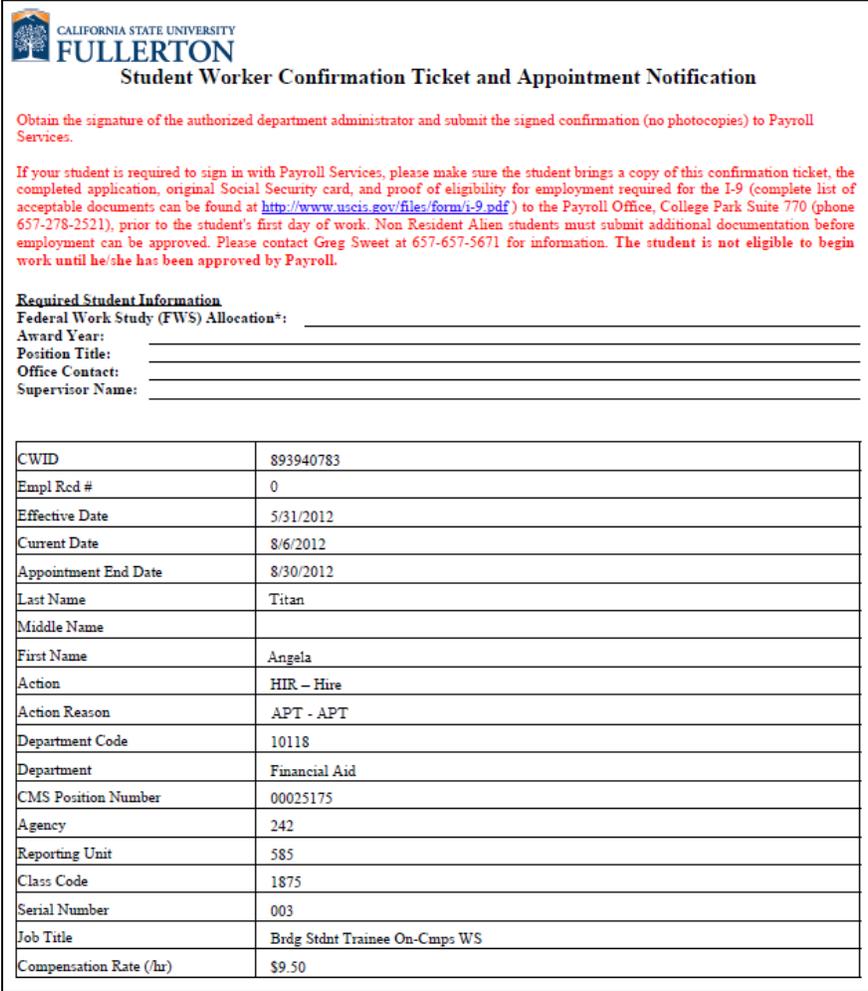
Processing Steps	Screen Shots
<p>Reappoint a Student Worker</p> <p>Step 1: Navigate to the correct page: Main Menu > CSUF HR > Student Workers > Process Student Workers.</p> <p> You may navigate to the appropriate link using the menu list on the left or the menu navigation at the top of the screen.</p>	
<p>Step 2: Once you have selected Process Student Workers you will be prompted to search for the student you are appointing.</p> <p>Enter:</p> <ul style="list-style-type: none"> • Department • Job Code (1868, 1870, 1871, 1872, 1874, 1875 or 1876) • EmpIID/CWID <p> If you do not know the department number or job code, click the magnifying glass icon () then Look Up.</p>	<p>Student Employee Search</p> <p>Please enter your Department and the Job Code you want to work with. Also enter the student EmpIID/CWID in the Student Search Information.</p> <div data-bbox="581 1010 1466 1199"> <p>Required Information</p> <p>Department: <input type="text" value="10057"/>  CMS Project</p> <p>Job Code: <input type="text" value="1870"/>  Student Assistant</p> </div> <div data-bbox="581 1213 1466 1482"> <p>Student Search Information</p> <p>EmpIID/CWID: <input type="text" value="802231993"/></p> <p>If you have the student's SSN, you may acquire the CWID by visiting 'Campus-Wide Identification web site' web page.</p> <p style="text-align: center;"><input type="button" value="Student Employee Search"/></p> </div> <p>For additional information regarding hiring student employees, please visit the Career Centers 'Student Employment Program' web page.</p>

Processing Steps	Screen Shots
<p>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'.</p>	 <p>Student Search Information</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 'Campus-Wide Identification web site' 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 'Student Employment Program' web page.</p>
<p>Step 2b: Enter the Social Security Number along with the Last Name of the student that you are searching for.</p> <p>Click Campus-Wide ID.</p>	 <p>CALIFORNIA STATE UNIVERSITY, FULLERTON CSUF Campus Wide ID</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>Step 2c: The Campus Wide ID that met your search criteria will be displayed in RED.</p>	 <p>CALIFORNIA STATE UNIVERSITY, FULLERTON CSUF Campus Wide ID</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: 800001778</p> <p><input type="button" value="Campus Wide ID"/> <input type="button" value="Reset"/></p> <p>Click here to print your CWID.</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>Step 3: Once you have entered the student's EmplID, click Student Employee Search.</p>	 <p>The screenshot shows a form titled "Student Search Information". It has a text input field for "EmplID/CWID:" containing the value "802231993". Below this is a paragraph of text: "If you have the student's SSN, you may acquire the CWID by visiting 'Campus-Wide Identification web site' web page." At the bottom of the form is a yellow button labeled "Student Employee Search".</p> <p>For additional information regarding hiring student employees, please visit the Career Centers 'Student Employment Program' web page.</p>
<p>Step 4: The results from your search will appear on the Student Search Results page.</p> <p>To reappoint, click Select next to the student worker's record that you wish to reappoint.</p> <p> To view historical estimated start/end dates and standard hours, click on Custom Job.</p>	 <p>The screenshot shows the "Student Search Results" page for EmplID: 801369091, Name: White, Kuris. It displays a table with columns: Empl Num, Effective Date, Effective Sequence, DeptID, Description, Agency, Unit, Job Code, Pay Status, Reason, Action, and Custom Job. The first row shows a record with Empl Num 1, Effective Date 08/02/2007, Effective Sequence 0, DeptID 10057, Description CMS Project, Agency 342, Unit 541, Job Code 1874, Pay Status A, Reason Concurrent Job, and Action Select. The "Select" button is circled in red. There is also a "Custom Job" button and an "Add A Concurrent Job" button at the bottom right.</p>
<p>Step 5: Scroll to Job Data.</p> <p>Select the Action from the drop-down menu.</p> <p>Select reappointment.</p>	 <p>The screenshot shows the "Student Job Change" form. It includes fields for Name (White, Kuris), EmplID (801369091), and Empl Rcd (1). There are sections for Effective Date, Appointment End Date, Payroll Status (Active), Last Effective Date (06/02/2007), and Last Appointment End Date (08/31/2007). A "Personal Data" section contains Social Security #, Address, City, State, and Postal. The "Job Data" section is circled in red and contains Department (10057 CMS Project), Job Code (1874 Brg Student Assistant), Position # (00025059 Brg Student Assistant), and Fund (N/A). The "Action" dropdown menu is open, showing options: Pay Change, Reappointment (circled in red), and Termination. The Unit is 541 Enterprise Computing.</p>

Processing Steps	Screen Shots
<p>Step 6: The following fields required data entry:</p> <ul style="list-style-type: none"> • Duration of Appointment • Position Number (if applicable) • Rate Range • Hourly Rate <p>Using the drop down menu enter the Duration of Appointment for the reappointment.</p> <p> The Effective Date and Appointment End Date will populate based upon your selection.</p> <p>Using the drop down menu enter the Rate Range for the reappointment.</p> <p>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.</p> <p>Click Save.</p>	 <p>The screenshot shows a web form for job data entry. At the top, there are fields for Name (White, Kurtis), EmpID (801389091), and Empi Rcd (1). Below this is the 'Appointment Duration' section with a dropdown menu open, showing several date ranges. The 'Effective Date' is 01/01/2007 and the 'Appointment End Date' is 05/30/2007. To the right, 'Payroll Status' is 'Active', 'Last Effective Date' is 06/02/2007, and 'Last Appointment End Date' is 08/31/2007. The 'Personal Data' section includes Social Security #, Address, City, State, and Postal. The 'Job Data' section shows Department (10057 CMS Project), Job Code (1874 Brdg Student Assistant), Position # (00025059 Brdg Student Assistant), and Unit (541 Enterprise Computing). The 'Compensation Data' section has 'Rate Range' set to 'Range 2: \$7.55 - \$8.16 - \$8.76' and 'Hourly Rate' set to '\$8.00'. The 'Optional Division Reporting' section has 'Estimated Start Date', 'Estimated End Date', and 'Standard Hours' (0.00). A yellow 'Save' button is at the bottom.</p>

Processing Steps	Screen Shots
<p>Step 7: You will receive a confirmation message. Click OK.</p> <p>An email will be sent to the person who entered the appointment information.</p> <p>Print the confirmation and obtain the appropriate signature from your department. Submit the signed confirmation (no photocopies) to Payroll Services.</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 1868, 1870, or 1874) display this confirmation ticket page.</p>	<div data-bbox="570 275 956 537"> <p>Student New Hire</p> <hr/> <p>Save Confirmation</p> <p> The Save was successful.</p> <p></p> </div> <div data-bbox="570 554 1295 789"> <p>From:  hfultst@calstate.edu</p> <p>To: Ledyard, Lyn</p> <p>Cc:</p> <p>Subject: Student Worker Confirmation Ticket for Titan,Amanda</p> <p>Attachments:  FULAW08B_5592.PDF (80 KB)</p> <p>Attached is the Student Worker Confirmation Ticket.</p> </div>

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<p>Step 7b: All work study student employees (job codes 1871, 1872, 1875 or 1876) display this confirmation ticket page.</p> <p>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.</p> <ol style="list-style-type: none"> 1. Federal Work Study Allocation 2. Award Year 3. Position Title <p>Once this information is completed, a copy of the signed confirmation must be send to Payroll Services.</p>	 <p>CALIFORNIA STATE UNIVERSITY FULLERTON Student Worker Confirmation Ticket and Appointment Notification</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 http://www.uscis.gov/files/form/i-9.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 Sweet at 657-657-5671 for information. The student is not eligible to begin work until he/she has been approved by Payroll.</p> <p>Required Student Information Federal Work Study (FWS) Allocation*: _____ Award Year: _____ Position Title: _____ Office Contact: _____ Supervisor Name: _____</p> <table border="1"> <tr><td>CWID</td><td>893940783</td></tr> <tr><td>Empl Rcd #</td><td>0</td></tr> <tr><td>Effective Date</td><td>5/31/2012</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>Middle Name</td><td></td></tr> <tr><td>First Name</td><td>Angela</td></tr> <tr><td>Action</td><td>HIR - 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>00025175</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>Serial Number</td><td>003</td></tr> <tr><td>Job Title</td><td>Brdg Stdent Trainee On-Cmps WS</td></tr> <tr><td>Compensation Rate (/hr)</td><td>\$9.50</td></tr> </table>	CWID	893940783	Empl Rcd #	0	Effective Date	5/31/2012	Current Date	8/6/2012	Appointment End Date	8/30/2012	Last Name	Titan	Middle Name		First Name	Angela	Action	HIR - Hire	Action Reason	APT - APT	Department Code	10118	Department	Financial Aid	CMS Position Number	00025175	Agency	242	Reporting Unit	585	Class Code	1875	Serial Number	003	Job Title	Brdg Stdent Trainee On-Cmps WS	Compensation Rate (/hr)	\$9.50
CWID	893940783																																						
Empl Rcd #	0																																						
Effective Date	5/31/2012																																						
Current Date	8/6/2012																																						
Appointment End Date	8/30/2012																																						
Last Name	Titan																																						
Middle Name																																							
First Name	Angela																																						
Action	HIR - Hire																																						
Action Reason	APT - APT																																						
Department Code	10118																																						
Department	Financial Aid																																						
CMS Position Number	00025175																																						
Agency	242																																						
Reporting Unit	585																																						
Class Code	1875																																						
Serial Number	003																																						
Job Title	Brdg Stdent Trainee On-Cmps WS																																						
Compensation Rate (/hr)	\$9.50																																						