



Student Name: _____
First Name MI Last Name
 (Please print Name as appears on Social Security Card)

CSUB ID #: _____

Peoplesoft Position #: _____
PR/HR Use

SECTION A: Hiring Dept/Area or Grant

Hiring Dept/Area or Grant:

Student Phone #:

Start date:

End date:

Salary Rate \$

(For salary rate change-submit form 117)

Last pay period/ term employed in the above department:

Current Student enrollment status:

Summer (units/year) Fall (units/year) Spring (units/year)

Peoplesoft Funding					
	Fund	Dept. ID	*Program	*Project	*Class
					Reporting Unit

(*If required for Funding)

Is student being considered for a position in which a background check is required by law? Yes No
 If Yes, coordinate with Human Resources for Background Check (ext. 2266). See page 2 for further information.

Supervisor Signature

Date

Department Head Signature

Date

Print Name

Print Name

NOTE:

Student Assistant: this form is used for continuing Student Assistant workers who worked for your department during the _____ term and will be returning to the same department for the _____ (or for a one-term break during the academic year). Students must currently be enrolled at CSUB in six (6) units for undergrads or four (4) units for grads. Student assistants are allowed to work up to 20 hours per week for all student positions.

NCS S/A: non-citizen student working during academic year; enrollment required in twelve (12) units for undergrads and grads.

Bridge S/A: this form is used for continuing _____ Student Assistant workers who worked for your department _____ term and will work during the _____ pay periods. Students must have been enrolled at CSUB the previous _____ in six (6) units for undergrads or four (4) units for grads. A mandatory 7.5% retirement and 1.45% Medicare deduction will be deducted each pay period. This class allows student assistants to work up to fulltime. Students working more than 40 hours per week are subject to overtime pay.

SECTION B: Payroll Services

Payroll Tech Signature

Date

Student Assistant Hiring Form 108 - Attachment

BACKGROUND CHECK REQUIREMENT – For Students

CSUB ID#

Student Workers:

Student workers are CSU students appointed in a CSU non-represented and/ or represented student classification. Their educational relationship with the university is predominant.

A background check is required ONLY if the student is being considered for a position in which a background check is required by law or if the student will be accessing Level 1 data.

Background Checks Required by Law

These include but are not limited to:

Sworn CSU Police Personnel

Police Officer Cadets

Police Dispatchers

Positions with direct contact with minor children at a camp operated by the CSU.

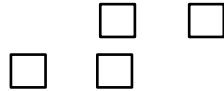
Positions with access to stored criminal offender record information.

Positions with access to patients, drugs, or medication Contact Human Resources with any questions at extension 2266.

Level I: Confidential Information (High Risk)

The following are considered Level I confidential info

Classification - "Bridge"



Degree

Month/Year

Name of Institution/Campus &

Major

Signature: _____

