

Student Employment Action Form (Unit 15)

Purpose: This form is used for hiring CSUMB students for on-campus employment under the Student Assistant classification. Student Assistants perform duties ranging from unskilled to skilled and/or specialized, in a variety of positions that typically require the use of manual, clerical, public contact, and/or analytical skills. **Note:** The Student Assistant classification does not perform academic related duties such as instruction, tutoring, grading, evaluating, research, and assisting faculty with classroom activities.

Instructions: Complete this form electronically, and use Adobe Sign to obtain signatures. Be sure to CC studentemployment@csumb.edu in the Adobe Sign workflow so HR receives the finalized hiring request. **Incomplete forms will be returned to the preparer and will delay the appointment request.**

New hires must complete the Student New Hire Onboarding Process no later than their first date of employment. Students are not permitted to begin work until all required academic verifications and the I-9 Employment Eligibility Verification form are fully completed.

Completed forms must be received by Human Resources a MINIMUM of 10 business days prior to the effective date of the hiring request. Allow extra time for positions requiring background check and/or Live Scan clearance. **Effective dates are subject to Human Resources approval and may be adjusted.**

I. Employment Information (all fields required)				
Student Name:		Student ID:		3. Position Number: If new position number needed, check box below. <input type="checkbox"/> New position number requested
Classification & Title:			Pay Rate:	Hours per week:
Department ID:	Department Name:		Start Date:	End Date:
Supervisor Name:		Extension:	Contact Person:	Extension:
II. Appointment Type (new and addtl appointments must include all pages of the Student Employment Packet)				
<input type="checkbox"/> New Appointment <input type="checkbox"/> Re-Appointment				
<input type="checkbox"/> Additional Appointment <input type="checkbox"/> Appointment Change				
III. Student Acknowledgement (all questions must be answered and signature required)				
a) In accepting this employment, I agree to abide by the CSU Policy which mandates that students may <u>not</u> be employed more than 20 hours per week during the academic term and <u>not</u> more than 40 hours per week during vacation breaks. Initials: _____				
b) I am a student admitted to CSUMB and registered for at least six (6) undergraduate units or four (4) graduate units for the academic term(s) during this offer of employment (not applicable for Bridge Student Assistants during Summer terms). Initials: _____				
c) Are you an F-1 international student? Yes No				
d) Have you been awarded Federal Work-Study for the current academic year? Yes No				
e) Are you employed elsewhere at CSUMB for the academic term? Yes No				
If yes, please list department(s) and hours per week: _____				
All responses above are true and complete to the best of my knowledge. I understand that any false statements on this document may result in termination.				
Student Employee		Name:	Signature:	Date:
IV. Signature Approvals				
Supervisor/Director/Manager		Name:	Signature:	Date:
Budget Analyst/Officer		Name:	Signature:	Date:
Appropriate Administrator (MPP)		Name:	Signature:	Date:
V. Human Resources Use Only				
Date Received by HR:		Position No. (if new):	BC/Live Scan Clearance Date:	
Empl Rcd # in CMS:	HR Representative:		Date Entered – CMS:	
Comments:				

STUDENT ASSISTANT POSITION DESCRIPTION

Summary of position and department (i.e. reports to, type of work environment, overall expectations and outcomes of successful candidate, description of department, etc.):

Primary responsibilities of the position:

Required education, experience and/or skills:

CHECKLIST FOR STUDENT BACKGROUND CHECK

Student Employees Who Must Undergo Background Checks

Student employees are CSU students appointed in CSU non-represented and/or represented student classifications. Their educational relationship with the university is predominant. The CSU is required to conduct a background check on student employees only if they are being considered for a position in which a background check is required by law. These student employees will be required to have background checks if they have not had checks within the past 12 months on the same campus. The questions listed below illustrate the most likely instances where a student will need to complete a background check, but are not meant to be exhaustive. More information and examples of Level 1 data may be found on the [HR website](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf). For more information regarding the CSU Background check policy, please visit <https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf>.

Student Name: _____

Date: _____

Department: _____

Person completing this Form: _____

Will the student employee*:

Yes No

- Have access to, or control over amount greater than \$10,000 in cash, checks, credit cards, and/or credit card account information?
- Have access to [Level 1 Data](#)?
- Have access to stored criminal offender record information?
- Have access to patient's drugs or medication?
- Be in regular, direct contact with minors?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Human Resources Use Only

Has the student been an employee with CSUMB in the last 12 months?

<input type="checkbox"/>	<input type="checkbox"/>
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Has the student completed a background check through CSUMB in the last 12 months?

<input type="checkbox"/>	<input type="checkbox"/>
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If yes, please list date: _____

Thank you for completing the above information, supporting HR's ability to fulfill the CSU Background Check requirements. Together everyone contributes to making Cal State Monterey Bay a safe and secure campus!

SUPERVISOR AGREEMENT

Student Employee Start and End Dates

Supervisors **may not** authorize student employees to start work until they have received an official Employment Confirmation Notice from the Human Resources Office. Student employees will receive their notice within 48 hours after completing all required Payroll forms and all eligibility has been verified. Student employees are not allowed to work beyond their appointment end date.

Work Schedule

Supervisors should discuss the student employees work schedule with the student. A student employee's first role at Cal State Monterey Bay is to be a student. Their hours may vary depending on exams and papers. It is important that the Supervisor remains flexible with student's hours. It is the student's responsibility to inform their manager of exams and papers ahead of time to allow the manager to plan around their school needs.

Student Employee Hours

Student employees may not work over 20 hours per week during academic periods. This includes students who have multiple positions on campus. For example, a student who works 10 hours in one department can only work 10 hours in another department. During academic break periods (i.e. Winter, Spring, or Summer breaks), students may work up to 40 hours per week.

Breaks

Student employees are **required** to take a 15-minute paid break within four (4) consecutive hours worked and are required to take a half-hour break after five (5) consecutive hours of work. This break will be unpaid provided the student is relieved of all duties during the break. If the student is not relieve of all duties during the break, the time must be paid. If the student works two jobs, the student employee is still **required** to take a meal break after six (6) consecutive hours. It is the responsibility of the student **and** the department to track when breaks are taken.

Timesheet

Student timesheets must be filled out accurately. Student assistant employees use CMS employee resources to enter all hours worked. All time must be entered by the due date indicated on the payroll calendar. All time entered must reflect exact days and hours a student worked. Instructions on how to fill out student timesheets and payroll deadlines can be found on the Payroll Services website at <https://csumb.edu/payroll/timeabsence-reporting/>.

Campus Jobs

Students are allowed to hold multiple student employment positions (i.e. Student Assistant, Instructional Student Assistant, etc.) as long as the total number of hours worked each week do not exceed 20 hours. Federal Work Study (FWS) student employees are only allowed **one** (1) FWS position.

I acknowledge and agree to all of the above.

Supervisor Name

Supervisor Signature

Date