

# Student Employment Hiring Paperwork: User Guide for Submitters

Contact information:  
[hr-studentemployment@csus.edu](mailto:hr-studentemployment@csus.edu)



SACRAMENTO STATE  
HUMAN RESOURCES

## Table of Contents

Student Employment Hiring Overview.....	2
Where to Find Hiring Paperwork.....	2
How to Fill out Hiring Paperwork.....	3 - 10
Submission Confirmation Page.....	11
Troubleshooting Submissions.....	12

## Student Employment Hiring Overview

A Student Employment Personnel Transaction form (SEPTF) must be completed for all Student Assistants (SA), Federal Work Study Students (FWS), International Students (NRA), and Bridge Student Assistants prior to their first day of work.

Students may not start working until all applicable paperwork has been turned into the Student Employment Office. Once all hiring paperwork has been reviewed, the student will receive confirmation of employment with either a Confirmation Email sent by the Student Employment Office. **Students are not allowed to begin working until an employment confirmation email has been sent to the hiring manager and student.**

Additionally, all Student Employment transactions - including rehiring, pay rate increases, and terminations (prior to the original end date) - require a SEPTF and hiring paperwork to be prepared and submitted to the Student Employment Office through OnBase.

## Where to Find Hiring Paperwork

The Student Employment Personnel Transaction Form (SEPTF) and hiring paperwork will be accessible through My Sac State portal/OnBase forms under the title *HR Student Personnel Transaction Form*. All MPP, Faculty and Staff will be able to submit the form.



### Faculty/Staff Forms

- Campus Entry Safety Protocol
- CSU Employee Fee Waiver Application
- Expenditure Transfers Request
- Faculty Release Time
- GRAD Advancement to Master Candidacy (behalf of Student)
- GRAD Classification Application (behalf of Student)
- GRAD Advancement to Doctoral Candidacy (behalf of Student)
- GRAD Petition for Exception (behalf of Student)
- Course Waivers (behalf of Student)
- Major Course Substitution (behalf of Student)
- Minor Course Substitution (behalf of Student)
- Event Parking Request
- Transfer Course Equivalency (behalf of Student)
- HR Academic Student Personnel Transaction Form
- HR Personal Transaction Form
- HR Student Personnel Transaction Form



## How to Fill Out Hiring Paperwork

### *Student PTF Form (SEPTF)*

### **EmplID #**

- Enter Students' student ID # and the following fields for the student's personal and contact information will autogenerate
  - First Name / Preferred First Name
  - Middle Name / Preferred Middle Name
  - Last Name / Preferred Last Name
  - Email
  - Phone Number

## Met Academic Eligibility

- The Hiring Manager is responsible for verifying the student's academic eligibility and number of units enrolled. Please reference chart below for minimum qualifications.

	Undergraduate	Graduate
Minimum units	6 units	4 units
Minimum GPA	2.0 GPA	3.0 GPA
Work Eligibility	Must be eligible to work in US	Must be eligible to work in US

- The Hiring Manager can check eligibility through the Student Employment Eligibility page on CMS.
  - If Hiring Managers do not have access, they may request access through IRT.
  - Hiring Managers can find CMS linked on their My Sac State portal homepage. Once in CMS, a search can be done to find the Student Employment Eligibility page, as pictured below.

**Student Employment Eligibility**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID:

Term:

First Name:

Last Name:

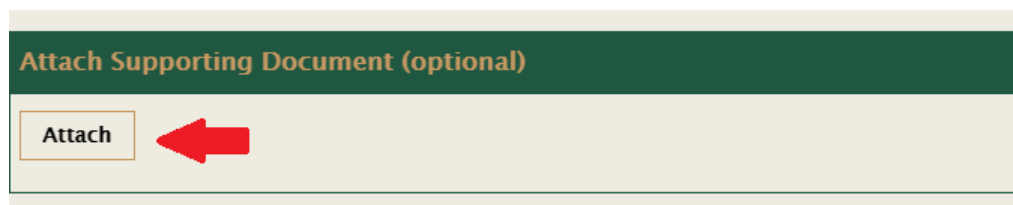
☐ Case Sensitive

[Basic Search](#)

- Student Employment Eligibility Page: Instructions
  - Empl ID – Sac State Student ID #
  - Term
    - First three digits = year with the first 0 removed
    - Last digit = semester (1=Winter, 3=Spring, 5=Summer, and 8=Fall)
    - Ex. Spring 2025 = term 2253
  - First and Last Name – legal name
  - Results Summary
    - Section two of the results will indicate either "Yes" or "No" for the

student's GPA, unit, and academic eligibility. If any of the section 2 criteria indicates

- "No", then the student is not eligible for employment and may need to seek an exception to the policy from Student Affairs. If all section 2 criteria return a "Yes", then the student is eligible for employment.
- For academic exceptions, please email the Office of Academic Affairs' Student Issue Coordinator at [scc@csus.edu](mailto:scc@csus.edu). If an academic exception is granted for a student, please attach the confirmation email to the student's paperwork using the "attachment" function found on the SEPTF.



### Domestic or International Student

- Please select if a student is either Domestic or International. If International is selected please ensure the CMS # reflects an 1868 Non-Citizen Status (NCS) Student Assistant Job Code. International SEPTF will be sent directly to International Programs & Global Engagement for Visa Confirmation.

### Returning Student or New Student Employee



- Yes – if student has worked as Sac State student employee within the last 12 months.
  - We will not need the student to turn in new hire paperwork.
- No - if a student has never worked as a Sac State student employee before or if it has been over 12 months since their last employment with Sac State.
  - The student must complete new hire paperwork and submit to the Student Employment Office in person prior to or on their first day of employment.

## CHRS Position number

- An 8-digit number associated with a funding source. If you do not already have one, you can contact your department's budget analyst to get this information. If one needs to be created, please complete the Budget Planning and Administration office's "Request for New CHRS Position Number" form. This number will auto generate the following items:
  - Student Job Classification
  - Department ID
  - Department Name
- Please note: CMS position numbers are no longer accepted in this field.

The screenshot shows a web form titled "CMS JOB INFORMATION". A red arrow points to the "CHRS Position #\*" field, which contains the value "00011328". Other fields include "Effective Date\*" (7/1/2015), "Appointment End Date\*", "If going from FWS to SA, Last day of FWS\*", "If Terminated Last day worked", "Action/Reason\*" (a dropdown menu), "Hourly Rate\*", "Student Job Classification\*" (3RD STNDT ASST), "Weekly Assigned Hours\*", "Department ID\*" (14501), "Department Name\*" (NEW STUDENT ORIENTATION), "Handshake Job Posting #", and a text area for "If no Handshake job posting, explain the reason why:".

## Effective Date of Hire

- The tentative date the student is expected to start working.

## Appointment End Date

- The date the student will end working for the academic school year.
  - Please note, Federal Work Study student employees and regular student assistants will have two different end dates. You can find these dates on the Student Employment [page](#).

## If going from FWS to SA, last day of FWS

- If the "action" on the SEPTF is FWS to SA, this field is mandatory. If not, it can be left blank.

## If terminated, include last day worked

- If the "action" on the SEPTF is Termination, this field is mandatory. If not, it can be left blank.



## Action/Reason

- **Hire/Appointment** – to hire a student employee that is brand new and has never worked on campus before.
- **Hire/Concurrent** – to hire a student employee that may have another active student employment record on campus and needs an additional employee record activated.
- **Pay rate Change/Student** – to give a student a pay increase.
  - Please note, pay rate increases should be effective at the start of a pay period.
- **Rehire/Rehire** – to hire a student employee that has previously worked at Sac State.
- **Termination/End** – to terminate a student's employee record.
  - Please note, terminations are required when a student ends their employment prior to the end date provided on their original employment confirmation email, and when a department needs to close out an employee record no longer in use.
- **FWS to SA** – to transition Federal Work Study student employee to a Student Assistant job classification.
  - Please note, this will not inactivate the federal work study employee record. To inactivate a federal work study employee records, submit termination paperwork for the federal work study position.

## Student Job Classification (Autogenerated)

- The job classification the student will be working in.
  - If working as a Federal Work Study student employee, an Intent to Hire form must be filled out for the Financial Aid Office.
  - If working as a Non-Citizen Status (NCS) Student Assistant, the student's SEPTF will be automatically routed to the International Program and Global Engagement office (IPGE) for approval first.

## Hourly Rate

- The hourly rate the student will be paid. Please see [CSU Salary Schedule](#) for current salary range based on students job code.

## Weekly Assigned Hours

- Select how many hours the student will be assigned. Note, during the academic year students can only work up to 20 hours a week. Only Summer Bridge appointments are allowed to work 20+ hours of work a week.



### **Department Number**

- The five-digit number that identifies the department. This will be auto generated once you input your CHRS number. Please double check that the department number to ensure funds are being pulled from the correct department.

### **Department Name**

- The name of the department the student will be working in. This will be auto generated once you input your CHRS number.

### **Handshake Job Posting Number**

- Posting number for required Handshake job posting.
- If you need assistance with posting on Handshake, please refer to the Career Center [website](#) or contact them at (916) 278-6231.

### **If no Handshake Job Posting, Explain Reason Why**

- If you did not post the job on Handshake, a reason why must be entered.
- If the student is a returning student employee, the previous semester's posting can be referenced.
- If this does not apply, it can be left blank.

### **Hiring Manager Information**

- Provide the name, email, and phone number of the Hiring Manager the student will be working under.

### **Prepared By**

- This section will be autogenerated based on the individual who is preparing the form.

## Department Acknowledgment

**SACRAMENTO STATE**  
Redefine the Possible

### Student Personnel Transaction Form

STUDENT PPS FORM   **EMPLOYMENT ACKNOWLEDGEMENT**   STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET

**Student Name**  
[Text Field]

**Student Employee Start Date and End Dates**  
Hiring Managers may not authorize student employees to start work until they have received an official Employment Confirmation Notice from the Human Resources Student Employment Office. Student employees will receive their notice within 48 hours of completing all required HR Payroll forms. Student employees are not allowed to work beyond their appointment and date.

**Work Schedule**  
Hiring Managers should discuss the student employee's work schedule with the student. Student Employee's first role at Sacramento State is to be a student. Their hours may vary depending on exams and papers. It is important that the hiring manager 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's Hours**  
Student employees are not allowed to work over 20 hours per week. This includes students who have multiple positions or campus. For example, a student who works 10 hours in one department can only work 10 hours in another department.

**Breaks**  
Student employees are required to take a 15 minute paid break within the 4 consecutive hours worked, and are required an unpaid half hour break after 6 consecutive hours of work. If the student works two jobs, the student employee is still required to take a meal break after 6 consecutive hours. It is both the student and department's responsibility to keep a record of when breaks are taken.

**Timesheet**  
Student timesheets must be filled out accurately, and provided to the hiring manager on the last day of the pay period for confirmation of hours worked. The signature of both the manager and time keeper are required. All signed timesheets need to be submitted to Payroll prior to deadline. Instructions on how to fill out student timesheets correctly, and Payroll deadlines can be found on the Payroll website at: <http://www.sdsu.edu/hr/departments/payroll/index.html>.

**Multiple Jobs**  
Students are allowed to hold multiple student employment positions i.e. PHS, GA, CA, TA, Federal Work Study (FWS). Student employees are only allowed one PHS position. Student employees can be appointed to multiple positions as long as 20 hours per week are not exceeded.

☒ I, the hiring manager, acknowledge and agree to all of the above and have provided the new student employee with all steps and forms required before starting work.

**Hiring Manager Name**  
[Text Field]

**Date**  
[Text Field]

**PLEASE GO TO THE NEXT TAB**

HR Personnel Transaction Form v1.0 (02/2020)

Students full name will auto populate. Read entire agreement to fully understand expectations and requirements of hiring managers for student.

Check acknowledgement box and date will auto populate

Hiring Manager Name auto populate from previous page

## Student Employee Background Check Worksheet

### Student Personnel Transaction Form

STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET

Student Name: \_\_\_\_\_ Date: 07/26/2020

Department: \_\_\_\_\_

Student Name & Department will auto populate

Date will auto populate

**Student Workers Who Must Undergo Background Checks**  
 Student workers 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 workers only if being considered for a position in which a background check is required by law. These student workers will be required to have background checks if they have not had checks within the past 12 months on the same campus.

**Will the Student Employee (Including their 11 Employees):**

- Be in a Senior CSU Police Personnel Position (California Government Code §10274 and 1001)?  
☐ YES  
☐ NO
- Be in a Police Officer Cadet Position (California Government Code §10274 and 1001)?  
☐ YES  
☐ NO
- Be in a Police Dispatcher Position (Commission Regulation 1900)?  
☐ YES  
☐ NO
- Be in a position with direct contact with minor children at a camp operated by the CSU (Education Code §10011.5)?  
☐ YES  
☐ NO
- Be in a position with access to stored criminal offender record information (11 CCR §701 and 11 CCR § 702)?  
☐ YES  
☐ NO
- Be in a Position with access to patients, drugs or medication (California Labor Code §432.7)?  
☐ YES  
☐ NO
- Have access to Level 1 Data?  
☐ YES  
☐ NO

☐ I have reviewed and completed this form to the best of my knowledge.

Check acknowledgement box

Check Yes or No for each background item. SEO will contact the student if a background check or LiveScan is needed based on selections.

\*For a complete list of Level 1 data, please reference this [Information Security Data Classification form](#).

Once all 3 forms are completed Submit Button will appear on bottom of Background Worksheet Page. Click Submit to finalize.

STUDENT PERSONNEL TRANSACTION FORM

STUDENT EMPLOYEE BACKGROUND CHECK WORKSHEET

Student Name: \_\_\_\_\_ Date: 07/26/2020

Department: \_\_\_\_\_

Student Name & Department will auto populate

Date will auto populate

**Student Workers Who Must Undergo Background Checks**  
 Student workers 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 workers only if being considered for a position in which a background check is required by law. These student workers will be required to have background checks if they have not had checks within the past 12 months on the same campus.

**Will the Student Employee (Including their 11 Employees):**

- Be in a Senior CSU Police Personnel Position (California Government Code §10274 and 1001)?  
☐ YES  
☐ NO
- Be in a Police Officer Cadet Position (California Government Code §10274 and 1001)?  
☐ YES  
☐ NO
- Be in a Police Dispatcher Position (Commission Regulation 1900)?  
☐ YES  
☐ NO
- Be in a position with direct contact with minor children at a camp operated by the CSU (Education Code §10011.5)?  
☐ YES  
☐ NO
- Be in a position with access to stored criminal offender record information (11 CCR §701 and 11 CCR § 702)?  
☐ YES  
☐ NO
- Be in a Position with access to patients, drugs or medication (California Labor Code §432.7)?  
☐ YES  
☐ NO
- Have access to Level 1 Data?  
☐ YES  
☐ NO

☐ I have reviewed and completed this form to the best of my knowledge.

Submit

## Submission Confirmation Page

Once all required fields are completed and form is submitted submitter will receive confirmation.



### **Form Submitted Successfully.**

Thank you for submitting your form with OnBase. Your form will be reviewed and processed accordingly. You will receive an email notification when your form review process is complete.

IRT OnBase

## Troubleshooting Submissions

If any mandatory fields are left blank and the bellow error message will appear.

The screenshot shows a web browser window with the URL <https://onbase-test.csus.edu/AppNet2/UnityForm.aspx>. The page title is "onbase-test.csus.edu/AppNet2/UnityForm.aspx". The Sacramento State logo is visible, along with the text "Redefine the Possible" and "Student Personnel Transaction Form". A modal error message box is displayed in the center, stating "onbase-test.csus.edu says: One or more fields are invalid." with an "OK" button. The form fields for "Student Name" and "Date" are visible, with the date field containing "07/26/2020".

Invalid fields will be highlighted red for review and date input

The screenshot shows the same "Student Personnel Transaction Form" as before, but with several fields highlighted in red to indicate they are invalid. These include the "Student Name" field (containing "JAMES LARD"), the "Date" field (containing "07/26/2020"), and the "Department" field (containing "400 - CHAIRMAN'S OFFICE"). The form also includes a section titled "Student Workers Who Must Undergo Background Checks" with several yes/no questions. At the bottom, there is a red bar with the text "Please answer to each 1 item" and a "Submit" button.

Once the form has been corrected, click Submit to finalize.