



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Human Resources ♦ Phone (209) 667-3351

Student Assistant Hiring Policies

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A. STUDENT EMPLOYMENT

- All on-campus Student Assistant positions must be listed with Human Resources by submitting Student Assistant Job Posting Request (Form 101).
- Any exceptions to the policies outlined in this document and/or CSU system guidelines shall be evaluated and resolved by the appropriate Vice President upon recommendation of the appropriate Dean, department head, or administrator.
- Hiring areas must complete a Student Assistant Job Posting Request (Form 101). The hiring area must have the signed approval of the appropriate department head prior to submitting Form 101 to Human Resources. The position will not be posted without the signature of the appropriate department head, area Vice President or President, as applicable.
- Upon receipt of a completed Form 101, the job will be posted online at the Human Resources Employment Opportunities page.
- Students will apply directly to the hiring department.
- Human Resources will monitor the department head approval signatures, position posting dates, and the Payroll office signature dates to ensure that hirings are authorized and do not take place until at least five (5) working days from the posting date. Please note that the posting dates will be assigned as follows:
 - Positions listed before 12 noon: the posting date shall be the date on which the listing was received.
 - Positions listed after 12 noon: the posting date shall be the next working day.
- If a Student Assistant is rehired for the next year (July 1 – June 30), the following conditions must be met:
 1. The job is the same as the original posting.
 2. The student being hired must have worked during the previous academic year.
 3. The hiring department has verified student enrollment status.
- If these conditions are met, Form 105-REHIRE is to be completed and delivered to Human Resources to verify that the job was posted the past academic year. Form 105-REHIRE is available on the Human Resources page.
- Students enrolled only in Extended Education courses do not qualify for student employment under these procedures and departments are to consult with the Human Resources office prior to initiating hiring.

B. THE HIRING DEPARTMENT

- The hiring of Student Assistants may not commence until the open position has been posted with Human Resources for a minimum of five (5) working days. This will ensure that all students have an equal opportunity for consideration.
- Thereafter, hiring authorities may select Student Assistants from the individuals who have applied.
- The hiring area shall complete the Hiring Area Section on the Student Assistant Hiring Form 105 and instruct selected students to submit the required forms to the Payroll office. Hiring supervisors shall be responsible for ensuring student enrollment status for continuing Student Assistant employment. Please review the student enrollment verification in Section A on the Form 105. It is also the responsibility of hiring supervisors to verify and ensure that students, especially those concurrently employed in other areas, do not exceed the 20/40 work hour restrictions.
- The hiring area shall give a Student Payroll Action Request Form, I-9 Employment Eligibility Verification, and CSU Form SSA-1945 "Statement Concerning Your Employment in a Job not Covered by Social Security to students who are selected for employment, or the hired student may obtain the aforementioned forms at the Payroll office. The student should be prepared to show identification to the Payroll office as proof of employment eligibility.

- Supporting documentation (i.e. duties statement, student's work history) shall be on file in the hiring department for review by the appropriate Dean, Vice President, or administrator upon request.
- The hiring department must notify the Payroll office immediately if the Student Assistant's academic units drop below half-time enrollment status.

C. THE PAYROLL OFFICE

- The Payroll office shall receive all the following items from the hired student in order to process the hire:
 1. Student Assistant Hiring Form 105 (<http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html>)
 2. CSU Stanislaus Student Assistant Employment Application (http://www.csustan.edu/hr/Employment_Opportunities/Student/index.html)
 3. Student Payroll Action Request form (<http://www.csustan.edu/hr/Apps-Forms-Policies-Procedures/Documents/Payroll/StudentPayrollActionRequest.pdf>)
 4. I-9 Employment Eligibility Verification form (<http://www.csustan.edu/hr/Apps-Forms-Policies-Procedures/Documents/Payroll/Form-I-9EmploymentEligibilityVerification.pdf>)
 5. Picture ID and social security card (see I-9 for allowable documents)
 6. CSU Form SSA-1945 "Statement Concerning Your Employment in a Job not Covered by Social Security" (<http://www.csustan.edu/hr/Apps-Forms-Policies-Procedures/Documents/Payroll/CSU-Form-SSA.pdf>)
- The Payroll office shall verify the student's identification as proof of employment eligibility.

D. APPLICANT POOLS

- Special applicant pools will be utilized by a department that hires a large number of Student Assistants (i. e., the Library, University Advancement).
- These applicant pools are established through Human Resources. Such pools shall be formed or reconstituted every year (July 1 - June 30) and students may be selected from the pool during that period. Applicant pool positions will be posted by Human Resources and advertised for the period of time requested by the hiring department (i.e. one semester, all year, etc.).
- The hiring department must submit Student Assistant Job Posting Request (Form 101) with department head signature at least once every year (July 1 - June 30) for each applicant pool job announcement.
- Students may contact the hiring department to be included in their pool at any time during the posted period. However, they must resubmit their names every year (July 1 - June 30) in order to remain an active participant in the pool.
- The hiring department may include a resume or an application form for inclusion in the applicant pool files. The hiring department may utilize the applicant pool at any time in order to interview and select Student Assistants. Once students have been selected, the hiring department will complete Section A of the Student Assistant Hiring Form 105, and instruct the students to take this form and the required completed payroll documents to the Payroll office for further processing.

E. SPOT JOB LISTINGS

- Spot Job listing services are available for departments who wish to hire students for temporary/short term University employment (i.e., jobs taking 1-8 hours over 1-7 days).
- The Spot Job applicant pool shall be maintained by Human Resources. The pool shall be formed or reconstituted every year (July 1 - June 30) and students may be selected from the pool during that period. It is not required that Spot Job announcements be posted online, however, the hiring department may request that the announcement be posted to increase the number of applicants in the Spot Job pool.
- Students may submit their resume to the applicant pool at any time during the year (July 1 - June 30), however, they must resubmit their name every year in order to remain an active participant in the pool.
- Hiring departments must complete a Student Assistant Job Posting Request (Form 101), and must have the approval of the appropriate department head prior to submitting a job announcement to Human Resources. Approval shall be recognized by the signature of the appropriate department head on Form 101.
- The hiring authorities shall select students from the Spot Job applicant pool of resumes maintained in Human Resources. The hiring department shall contact students directly to schedule interview appointments. Once students have been selected, the

hiring department will complete Section A of the Student Assistant Hiring Form 105 and instruct the students to submit this form to the Payroll office for further processing.

- Students hired from the Spot Job pool cannot be rehired for Non-Spot Job pool positions. All steps outlined in the Student Assistant Step-By-Step Hiring Guidelines must be followed.