



STUDENT ASSISTANT STEP-BY-STEP HIRING GUIDELINES

Instructions: Review and follow the outlined step-by-step guidelines required to hire a Student Assistant.

Steps in Process	Responsible Department and Corresponding Process
<p><u>Step 1</u> Vacant Position Identified by Department</p>	<p>Hiring Department identifies hiring need for a student assistant.</p> <p>For complete listing of Student Assistant policies, procedures, guidelines, and forms please visit : http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html</p>
<p><u>Step 2</u> Determine type of student assistant needed</p>	<p>Determine type of student employment:</p> <ul style="list-style-type: none"> • Student Assistant (Non-Work Study) – Human Resources • Work Study – Financial Aid • Instructional Student Assistant (Unit 11) – Faculty Affairs <p>For on-campus, non-work study positions, continue to Step 3. If other, please work with appropriate department as listed above.</p>
<p><u>Step 3</u> Rehiring a student</p>	<p>If rehiring a previously employed student assistant, the following conditions must be met:</p> <ul style="list-style-type: none"> • The job is the same as originally posted. • The student worked during the previous academic year. • The hiring department has verified student enrollment status (Extended Education courses are excluded). • Hiring department submits completed Form 105-Rehire to Human Resources. <p>If the above conditions apply, Steps 4-9 below may be skipped.</p>
<p><u>Step 4</u> Request to Post Job</p>	<p>For all student assistant positions (non-work study), the hiring department completes the Student Assistant Job Posting Request (Form 101) and submits it to Human Resources. The appropriate department head must verify funds are available and an approval signature must be on this form.</p>
<p><u>Step 5</u> Job Posting</p>	<p>Human Resources prepares the job announcement and posts on the HR Student Assistant jobs webpage: http://www.csustan.edu/hr/Employment_Opportunities/Student/index.html. NOTE: All positions must be posted for a minimum of five working days prior to any student working and being hired.</p>
<p><u>Step 6</u> Students submit applications</p>	<p>Students review job openings and apply directly to the hiring department. All application materials are to be kept on file in the hiring department.</p>
<p><u>Step 7</u> Review applications</p>	<p>The hiring department reviews required materials (application, resume, and references) from applicants:</p> <ul style="list-style-type: none"> • Review all applications • Conduct interviews with top candidates • Check finalist references

<p><u>Step 8</u> Selection</p>	<p>Following completion of the reference checks (and a minimum of five days posting period), the hiring department selects a student to fill the position and completes the following:</p> <ul style="list-style-type: none"> • Confirm proper classification and salary rate. Contact Human Resources at x3351 for guidance or see Student Assistant Classification and Pay Guidelines at: http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html • Complete Section A of the Student Assistant Hiring Form 105 and submit to Human Resources.
<p><u>Step 9</u> Hiring</p>	<p>The hiring department instructs the selected student to submit the following items to the Payroll office:</p> <ul style="list-style-type: none"> • Student Assistant Hiring Form 105 • CSU Stanislaus Student Assistant Employment Application • "Student Payroll Action Request" • I-9 "Employment Eligibility Verification" • Form SSA-1945 "Statement Concerning Your Employment in a Job not Covered by Social Security" • The student should be prepared to show identification as proof of employment eligibility. <p>All forms may be easily accessed by going to: http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html</p>
<p><u>Step 10</u> Payroll procedures</p>	<p>Payroll will set up student access to the online timecard. The student employee will log onto http://oitweb5.csustan.edu/timesheet to enter their hours worked. After all work hours are entered for the pay period, the student is to print the timesheet, obtain department head signature to verify hours worked, and submit the signed timesheet to Payroll by the second business day of the next pay period. Paychecks are issued on the 15th of the month in the Cashier's Office.</p>

Contact Information:

Human Resources	(209) 667-3351	
Payroll	(209) 667-3310	
Marcia Patino	(209) 667-3352	mpatino@csustan.edu
Veronica Taylor	(209) 664-6735	vtaylor@csustan.edu
Jacque Keeney	(209) 667-3309	jkeeney@csustan.edu