

## Student Employment Reappointment Guidelines

Human Resources

A **rehire** is considered as someone who has worked for your department previously and has not had a break in service greater than 6 months. This guide is intended for rehiring Student Assistants (1870), Bridge (1874) and Work Study (1871) employees only.

Step in Process	Responsibility and Corresponding Tasks	
	Hiring Department/Committee	Human Resources/Financial Aid/Budget Analyst
Step 1	<p><b>For Student Assistant &amp; Bridge Employees:</b> Complete the Student Employment Reappointment/Change form available on your <a href="#">Manager Resources Page</a>.</p> <p><b>For Work Study Employees:</b> Contact Ana Contreras via email <a href="mailto:acontreras32@csusta.edu">acontreras32@csusta.edu</a> to obtain the Reappointment Authorization form.</p> <p><b>For Instructional Student Assistants:</b> please contact Nancy Moghadas via email <a href="mailto:ngiagou@csustan.edu">ngiagou@csustan.edu</a> for further instructions.</p>	<p><b>For Work Study Employees:</b> Ana will verify if the Department has received a Federal Work Study allocation and provide the appropriate form.</p>
Step 2	<p><b>For Student Assistant &amp; Bridge Employees:</b> Insert general data requested at the top of the form: Student Name, ID#, Dept., Dept. Contact, Timekeeper, etc.</p> <p><b>For Work Study Employees:</b> Insert general data requested: Student Name, ID#, Dept., Dept. Contact, Timekeeper, etc. Obtain "wet signatures" from the Student and Dept. Head.</p>	
Step 3	<p><b>For Student Assistant &amp; Bridge Employees:</b> Complete Section 1- Reappointment Transaction Information</p> <p><b>For Work Study Employees:</b> Return the original Reappointment Authorization form with "wet signatures" to Ana Contreras (MSR 100).</p>	<p><b>For Work Study Employees:</b></p> <ol style="list-style-type: none"> <li>1. Ana will verify if the student is eligible for the Work Study program. If eligible she will forward the Reappointment Authorization form to HR.</li> <li>2. Once HR receives the Reappointment Authorization form it will immediately be forwarded to the appropriate Budget Analyst. (This process has a 72 hour turn-around time).</li> <li>3. Once the Budget Analyst returns the Reappointment Authorization form to HR, HR will then send a confirmation email to the Dept. Head requesting an official start date.</li> <li>4. HR will activate corresponding timesheet within reasonable time before timesheets are due, once Dept. Head responds to the confirmation email.</li> </ol>
Step 5	<p><b>For Student Assistant &amp; Bridge Employees:</b> Submit the Reappointment/Change form to HR (MSR 320) once MPP/Dept. Chair has approved and signed form. Rehired Student Assistants or Bridge Student Assistants may continue their employment w/o interruption. <a href="#">Hiring Manager</a> does not need to wait for HR confirmation email.</p> <p><b>For Work Study Employees:</b> Rehired Work Study employees <u>must be cleared by HR prior to beginning work</u>. You will know your employee is cleared to begin if you received and responded to a confirmation email from HR.</p>	<p><b>For Student Assistant &amp; Bridge Employee:</b></p> <ol style="list-style-type: none"> <li>1. HR will verify eligibility, if any discrepancies are found HR will email the Hiring Manager immediately with further instructions.</li> <li>2. HR will activate corresponding timesheet within reasonable time before timesheets are due.</li> </ol>