California State University, Stanislaus
Human Resources
(209) 667-3351

Student Assistant Hire/Rehire
Form 105

This position must be posted with Human Resources at least five working days prior to completing this paperwork. The hiring area must verify student enrollment status prior to filling out this form. Courses that do not lead to a degree do not qualify for student employment. The student must take this form to the Payroll office (MSR-320). A student may not begin employment and cannot be paid until he/she has completed and delivered employment documents to the Payroll Office.

SECTION A: To be completed by Hiring Department

Please check one Appointment category and either "New Hire" or "Rehire":

☐ **Academic Appointment (September – May)** ☐ **Summer Appointment (June – August)** ☐ **New Hire** ☐ **Rehire**

Job Posting Number (REQUIRED) _____

Job Title
(Please use exact title on Job Announcement) _____

Name of Student _____ **Student ID Number** _____

Address _____ **City** _____ **Zip Code** _____

Telephone _____ **Message Telephone** _____ **Email** _____

Hiring Dept Name/Code _____ **Building** _____ **Room** _____

Contact Person _____ **Title** _____

Telephone _____ **Email** _____

Is the student working in another area on campus? ☐ Yes ☐ No

If yes, please list the area and number of hours _____

(Student Assistants may not work in excess of a combined 20 hours per week)

Date of Hire _____ **Classification (Please check one)** ☐ **1** ☐ **2** ☐ **3** ☐ **4**

Salary (per hour) _____ **# of Hours (per week)** _____

Name of Contact Person on Form 101 _____

Month & year of Form 101 _____ **Was the posting for a Spot Job?** ☐ Yes ☐ No

Supporting documentation (i.e. duties statement and/or student work history) shall be on file in the hiring area for review by the dean, vice president, or appropriate administrator upon request.

Department/Area Payroll Account Number _____

Authorized Time Keeper* Signature _____ **Date** _____

Approving Manager* Printed Name and Signature _____ **Date** _____

**Time Keeper and Approving Manager are those who have been given PeopleSoft/CMS security access to review and approve time worked.*

SECTION B: To be completed by Payroll and Budget Office (CMS Position #)

Enrollment Verified/JobCode _____

CMS Position # _____

Payroll Office Signature _____ **Date** _____

California State University, Stanislaus is an Equal Opportunity/Affirmative Action/Title IX/Section 504 employer. Qualified women and minorities, as well as other affected classes, are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States.