

Instructions:

1. Prior to hiring a student assistant, please refer to the Student Employment Guide for Hiring Departments for policies, procedures and eligibility. Once you have read through the guidebook, complete this form.
2. From PeopleSoft HR, you can view current funding for positions:
(Main Menu > SJSU Human Resources > Organizational Development > Active Position List)
3. If PeopleSoft Position # is unknown, please contact Recruiting/On Boarding at 924-2250.
4. Refer Student Assistant to University Personnel (UPD Building, 3rd floor) to complete New Hire paperwork. Upon completion of paperwork, Student Assistant will be issued a SJSU Employment Verification Card (EVC).
5. Return completed form and copy of appointment letter and class schedule to University Personnel.

APPOINTMENT ACTION	
<input type="checkbox"/> New employee	
<input type="checkbox"/> Rehire	<input type="checkbox"/> Additional position

APPOINTMENT CHANGE	
Position or pay rate change can only be effective on the first day of the pay period:	
<input type="checkbox"/> Position change only Old #: _____ New #: _____	<input type="checkbox"/> Pay rate change

STUDENT ASSISTANT INFORMATION			
Name:		Employee ID:	Rcd #:
Department/College:		Department ID:	Check Sort Unit: PeopleSoft Position #:
Hourly Rate of Pay:	Student Level: <input type="checkbox"/> Undergraduate (must be enrolled a minimum of 6 units) <input type="checkbox"/> Graduate (must be enrolled a minimum of 6 units or 4 units all in 200 level courses or any combination of weighted graduate units and undergraduate units equal to 6 units)		
Effective Date of Appointment Action or Change (Note: For new employee, date must be on or later than EVC start date):		Background Check Confirmation Number (if applicable and when in doubt contact your Workforce Analyst):	
Employment Verification Card (EVC) Expiration Date:		Anticipated Graduation Date:	

APPOINTMENT INFORMATION		
<input type="checkbox"/> Student Assistant 1870	<input type="checkbox"/> Work Study On-Campus 1871	OR <input type="checkbox"/> Work Study Off-Campus 1872
<input type="checkbox"/> Non-Citizen Status 1868		
<input type="checkbox"/> Bridge Student Assistant 1874	<input type="checkbox"/> Bridge Student Work Study On-Campus 1875	OR <input type="checkbox"/> Bridge Student Work Study Off-Campus 1876

* For 1875 and 1876 appointments, please attach a copy of the student's Federal Work Study Clearance Form (available from the Financial Aid & Scholarship Office).

STUDENT ASSISTANT RESPONSIBILITIES (describe duties Student Assistant is to perform)

CONTACT AND APPROVAL		
Department Contact's Name (please print):		Phone:
Approver's Name (please print):	Approver's Signature:	Date:

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.