

## Student Assistants

### Student Assistant Form

Admins/UP Contacts will fill out this form to hire Student Assistants or request pay rate or position changes. When hiring new Student Assistants, ensure that the Student Assistant has obtained their EVC prior to submitting this form.

#### Student Assistant Appointment Form

<b>Department Contact</b> CryXXX MerXXXX	<b>SJSU ID</b> 012543987	If you have questions or need further assistance, please contact your <a href="#">Employee Support Services Representative</a> .
<b>Phone # *</b> <input type="text"/>	<b>Email</b> cristXXXXXX@sjsu.edu	
<b>Approver Name *</b> <input type="text"/>	<b>Approver Email *</b> <input type="text"/>	

**Note:** Please make sure the Approver Email is entered correctly. Incorrectly entered email addresses can greatly delay the approval and processing of your student assistant appointment.

#### 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 email [position-management@sjsu.edu](mailto:position-management@sjsu.edu) for assistance.
4. Direct Student Assistant to complete [New Employees Forms](#) via DocuSign prior to completing their I-9. Student Assistant will be issued an Employment Verification Card (EVC).
5. Student assistant will be required to provide identification from the [list of acceptable documents](#).

<b>Appointment Action *</b> New Employee	<b>Effective Date of Appointment Action or Change *</b> <input type="text"/>	<b>Note:</b> For new employees, date must be on or later than EVC start date
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#### Student Assistant Information

<b>Student SJSU ID *</b> <input type="text"/>	<b>First Name</b> <input type="text"/>	<b>Last Name</b> <input type="text"/>	<b>Record #</b> <input type="text"/>
<input type="checkbox"/> For MLML students only <input type="checkbox"/> This is a Bridge appt			
<b>Academic Career *</b> <input type="radio"/> Undergraduate <input type="radio"/> Graduate	<b>Units Enrolled *</b> <input type="text"/>	<b>Expected Graduation Date *</b> <input type="text"/>	<b>Background Check Confirmation #</b> <small>(if applicable - when in doubt contact your recruiter)</small> <input type="text"/>

#### Position Information

<b>Position # *</b> <input type="text"/>	<b>Department Name</b> <input type="text"/>	<b>DeptID</b> <input type="text"/>	<b>College/Division</b> <input type="text"/>
<b>Job Code *</b> <input type="text"/>	<b>Check Sort Unit *</b> <input type="text"/>	<b>Hourly Rate of Pay *</b> <input type="text"/>	<b>Average Nbr of Anticipated Weekly Hours *</b> <input type="text"/>
<small>When classes are in session, students may not work more than 20 hours per week among all positions.</small>			

- Appointment Information \***
- Student Assistant 1870
  - Work Study On-Campus 1871
  - Work Study Off-Campus 1872
  - Non-Citizen Status 1868
  - Bridge Student Assistant 1874
  - Bridge Student Work Study On-Campus 1875
  - Bridge Student Work Study Off-Campus 1876

#### Description of Duties \*

#### Student Work Category

Row #	Student Work Category *	Workload Percentage *
1	<input type="text"/>	<input type="text"/>

**Total Workload %**  **Missing %**  [View more detail on student work categories](#)

Total workload percentage must equal 100

#### Appointment Letter (0)

**Student Appointment Letter \***

**Admin/UP Contact and Approver Information**

1. Admins/UP Contacts will find some of their information automatically populated at the top of the form upon logging in. The Admins/UP Contacts will need to enter their Phone Number.

**Student Assistant Appointment Form**

<b>Department Contact</b> <input type="text" value="CryXXX XXXXXXXX"/>	<b>SJSU ID</b> <input type="text" value="123456789"/>
<b>Phone # *</b> <input type="text"/>	<b>Email</b> <input type="text" value="crysXXX@sjsu.edu"/>

2. Admins/UP Contacts will also enter the Approver’s name and email address who will review and approve the form (The Approver’s email must be entered correctly else they will not receive the email to approve the form).
  - a. The Approver can be an MPP, Department chair, Supervisor or the same person who is submitting the form (if that person previously submitted packets to the ESS Rep).
  - b. The Approver has the ability to make changes to any fields on the form.
  - c. Forms approved by the Approver will then move to the ESS Rep for final processing.

<b>Approver Name *</b> <input type="text"/>	<b>Approver Email *</b> <input type="text"/>
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**Note:** Please make sure the Approver Email is entered *correctly*. Incorrectly entered email addresses can greatly delay the approval and processing of your student assistant appointment.

3. The Admin/UP Contact will choose the appropriate Appointment Action: New Employee, Rehire, Additional Position, Position Change Only, and Pay Rate Change.
  - a. Boxes/Fields will appear based on what option the Admin/UP Contact selects.

**Appointment Action \***

New Employee  
 Rehire  
 Additional Position  
 Position Change Only  
 Pay Rate Change

**Student Assistant Information**

**Student Assistant Information**

<b>Student SJSU ID</b> *	<b>First Name</b>	<b>Last Name</b>	<b>Record #</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> <b>For MLML students only</b> <input type="checkbox"/> <b>This is a Bridge appt</b>			
<b>Academic Career</b> *	<b>Units Enrolled</b> *	<b>Expected Graduation Date</b> *	<b>Background Check Confirmation #</b> <small>(if applicable - when in doubt contact your recruiter)</small>
<input type="radio"/> Undergraduate <input type="radio"/> Graduate	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. The Admin/UP Contact will enter the student’s ID number. The first and last name fields will auto-populate.
5. Input the Record # if known
6. If the student is being hired for Moss Landing Marine Labs, that Admin/UP Contact should click on the checkbox titled “For MLML students only” which will allow the Admin/UP Contact to type in the ID number, first name and last name.
7. If the student is being placed in a Bridge position (job code 1874/1875/1876), check the box titled “This is a Bridge appt.”
8. Choose the either Undergraduate or Graduate in the Academic Career field.
9. Admins/UP Contacts will be required to type in the number of units that a student is enrolled in for the semester of their employment.
  - a. Student Assistants must meet the minimum enrollment requirements.
    - i. Undergraduate students must be enrolled in a minimum 6 units.
    - ii. Graduate students must be enrolled in a minimum of 6 units or 4 units in all 200 level courses, or any combination of weighted graduate units and undergraduate units equal to 6 units.
10. Enter the Expected Graduation Date field.
11. Student Assistants in the following units/departments must undergo a background check: Athletics, Enrollment Services, Finance, Housing, Human Resources, ITS, Student Affairs, and any position where students will be exposed to or work in an environment handling level 1 data.
  - a. To initiate a background check, contact your Recruiter with the student’s full name, ID number, and email address.

**Position Information**

Position Information			
<b>Position #*</b> <input type="text"/>	<b>Department Name</b> <input type="text"/>	<b>DeptID</b> <input type="text"/>	<b>College/Division</b> <input type="text"/>
<b>Job Code*</b> <input type="text"/>	<b>Check Sort Unit*</b> <input type="text"/>	<b>Hourly Rate of Pay*</b> <input type="text"/>	<b>Average Nbr of Anticipated Weekly Hours*</b> <input type="text"/>
			When classes are in session, students may not work more than 20 hours per week among all positions.

12. Once the position number is entered, the form will auto-populate the following fields: Department Name, Dept ID, College/Division, Job code, Check sort unit, and Appointment Information.
13. Enter the Hourly Rate of Pay.
14. Enter Number of Anticipated Weekly Hours.

**Description of Duties**

**Description of Duties\***

15. The Admin/UP Contact will include details of the student’s job responsibilities in the Description of Duties box.
  - a. Ensure that all duties and responsibilities for the Student Assistant position are not considered bargaining unit work.

**Student Work Category**

16. Admins/UP Contacts will choose the appropriate work categories that best describes their student’s job responsibilities.
  - a. The Admins/UP Contacts can choose multiple work categories and assign a percentage; the total workload percentage must equal 100%.
  - b. The Student Work Categories includes the following: Office Work, Safety, Technical Support, Classroom/Lab Support, Food Service, Athletics, and Student Life.
  - c. There is a link on the form to a website that gives examples of the various duties that fall under these categories.

Student Work Category			Add
Row #	Student Work Category *	Workload Percentage *	
<input type="text" value="1"/>	<input type="text" value="Office Support"/>	<input type="text" value="60"/>	<input type="button" value="Remove"/>
<input type="text" value="2"/>	<input type="text" value="Technical Support"/>	<input type="text" value="20"/>	<input type="button" value="Remove"/>
<input type="text" value="3"/>	<input type="text" value="Student Life"/>	<input type="text" value="20"/>	<input type="button" value="Remove"/>

**Total Workload %** 
**Missing %** 
[View more detail on student work categories](#)

**Attachments**

17. Based on the Appointment Action (and job code), the form will ask the Admin/UP Contact to upload documents.
  - a. For New Employee, Rehire, and Additional Position, the form will ask for a Student Appointment Letter.
  - b. Pay Rate Changes will ask for the Pay Rate Change Letter.
  - c. If a job code of 1875 or 1876 is selected, then the form will ask for the Federal Work Study Clearance Form.
  - d. If a student who works in your department graduates and is being hired in a Bridge position to work one term directly after their graduation, the Student Appointment Letter is not required.

**Appointment Letter (0)**

Student Appointment Letter \*

**Notifications**

18. Once the Admin/UP Contact completes and submits the form, they will get an email that indicates their request was submitted.
19. The Approver will then get an email informing them that they must review the request. The Approver can make edits as necessary.
20. Admins/UP Contacts will also get emails once their request has been processed by the ESS Representative or if the paperwork cannot be processed, along with notes/reasons.
  - a. Notification emails indicating that the ESS Representative processed the submission will contain a copy of the form that was submitted.

## Academic Student Employees

### Academic Student Employee Form

Admins/UP Contacts will fill out this form to hire Instructional Student Assistants, Graduate Assistants, and Teaching Associates (ISA/GA/TA). When hiring new ISA/GA/TAs, ensure that the student has obtained their EVC prior to submitting this form. All Academic Student Employees must be matriculated and enrolled at SJSU for a minimum of one unit.

**Academic Student Employee Appointment Checklist**

<b>Admin Name</b> <input type="text" value="CrysXXX XXXXXXXX"/>	<b>SJSU ID</b> <input type="text" value="123456789"/>	<b>College *</b> <input type="text"/>
<b>Phone # *</b> <input type="text"/>	<b>Email</b> <input type="text" value="crysXXX@sjsu.edu"/>	<b>Department Name *</b> <input type="text"/>

If you have questions or need further assistance, please contact the [Employee Support Services Representative](#).

**Employee Information**

<b>SJSU ID *</b> <input type="text"/>	<b>First Name</b> <input type="text"/>	<b>Middle Name</b> <input type="text"/>	<b>Last Name</b> <input type="text"/>
<b>Request Type *</b> <input type="radio"/> New Hire <input type="radio"/> Re-Appt or HIR/CON <input type="radio"/> Revision		<b>Appointment Effective Date *</b> <input type="text"/>	
<b>Appointment Type *</b> <input type="radio"/> ISA <input type="radio"/> TA <input type="radio"/> GA			

**UP Student Work Category**
Add

Row	Student Work Category	Workload Percentage
1	<input type="text"/>	<input type="text"/>

Remove

**Total Workflow Percentage**

WORKFLOW PERCENTAGE MUST ADD UP TO 100

**Comments**

**New Hire Appointment Documents (0)**

**Employee Profile \***

Attach Employee Profile

**Letter of Interest \***

Attach Letter of Interest

**CSU Employment Questionnaire \***

Attach CSU Employment Questionnaire

**Statement of Professional Preparation and Experience (SC-1) \***

Attach Statement of Professional Preparation and Experience (SC-1)

**Statement of Terms and Conditions of Employment \***

Attach Statement of Terms and Conditions of Employment

This employee has received an Employment Verification Card from University Personnel and is currently enrolled at SJSU. \*

Submit

**Admin/UP Contact Information**

- Admins/UP Contacts will find some of their information automatically populated at the top of the form upon logging in. The Admin/UP Contact will need to enter their Phone Number, College, and Department.

**Academic Student Employee Appointment Checklist**

<b>Admin Name</b> CryXXXX XXXXXXXX	<b>SJSU ID</b> 123456789	<b>College*</b> [Dropdown]
<b>Phone #*</b> [Text]	<b>Email</b> crysXXXX@sjsu.edu	<b>Department Name*</b> [Dropdown]

If you have questions or need further assistance, please contact the [Employee Support Services Representative](#)

**Employee Information**

- Enter in the student's ID number. The first and last name fields will auto-populate.
- Select the appropriate Request Type and Appointment Type.
  - These buttons will dictate which attachments will be required to upload.
- Enter the Appointment Effective Date. This date must match the Appointment Form/Employee Profile

**Employee Information**

<b>SJSU ID*</b> [Text]	<b>First Name</b> [Text]	<b>Middle Name</b> [Text]	<b>Last Name</b> [Text]
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**Request Type\***  
 New Hire    Re-Appt or HIR/CON    Revision

**Appointment Type\***  
 ISA    TA    GA

**Appointment Effective Date\***  
[Text]

**Student Work Category**

- Admins/UP Contacts will choose the appropriate work categories that best describes their student's job responsibilities.
  - The Admins/UP Contacts can choose multiple work categories and assign a percentage; the total workload percentage must equal 100%.
  - The Student Work Categories includes the following: Classroom Support, Evaluating, Grading, Instruction, Research, Research Support, Safety, and Tutoring.

**UP Student Work Category** **Add**

Row	Student Work Category	Workload Percentage	
1	GRADING	50	<b>Remove</b>
2	RESEARCH SUPPORT	30	<b>Remove</b>
3	TUTORING	20	<b>Remove</b>

**Total Workflow Percentage**  
100



**Appointment Documents**

6. The required documents must be uploaded based on the Request Type and Appointment Type.  
 a. ISA: New Hire; Rehire; Revision

New Hire Appointment Documents (0)	Re-Appointment Documents (0)	Revision Documents (0)
Employee Profile * <b>Attach Employee Profile</b>	Employee Profile * <b>Attach Employee Profile</b>	Employee Profile <b>Attach Employee Profile</b>
Letter of Interest * <b>Attach Letter of Interest</b>	Letter of Interest * <b>Attach Letter of Interest</b>	Statement of Terms and Conditions of Employment <b>Attach Statement of Terms and Conditions of Employment</b>
CSU Employment Questionnaire * <b>Attach CSU Employment Questionnaire</b>	CSU Employment Questionnaire * <b>Attach CSU Employment Questionnaire</b>	Resignation Letter <b>Attach Resignation Letter</b>
Statement of Professional Preparation and Experience (SC-1) * <b>Attach Statement of Professional Preparation and Experience (SC-1)</b>	Statement of Terms and Conditions of Employment * <b>Attach Statement of Terms and Conditions of Employment</b>	
Statement of Terms and Conditions of Employment * <b>Attach Statement of Terms and Conditions of Employment</b>	Teaching Associate Description of Duties Form <b>Attach Description of Duties Form (Required for TA)</b>	

- b. TA: New Hire; Rehire; Revision

New Hire Appointment Documents (0)	Re-Appointment Documents (0)	Revision Documents (0)
Appointment Form (TA/GA) * <b>Attach Appointment Form (TA/GA)</b>	Appointment Form (TA/GA) * <b>Attach Appointment Form (TA/GA)</b>	Appointment Form (TA/GA) <b>Attach Appointment Form (TA/GA)</b>
Letter of Interest * <b>Attach Letter of Interest</b>	Letter of Interest * <b>Attach Letter of Interest</b>	Statement of Terms and Conditions of Employment <b>Attach Statement of Terms and Conditions of Employment</b>
CSU Employment Questionnaire * <b>Attach CSU Employment Questionnaire</b>	CSU Employment Questionnaire * <b>Attach CSU Employment Questionnaire</b>	Teaching Associate Description of Duties Form <b>Attach Description of Duties Form (Required for TA)</b>
Statement of Professional Preparation and Experience (SC-1) * <b>Attach Statement of Professional Preparation and Experience (SC-1)</b>	Teaching Associate Fee Waiver Application <b>Attach Fee Waiver (TA Only)</b>	Resignation Letter <b>Attach Resignation Letter</b>
Transcripts * <b>Attach Transcripts</b>	Statement of Terms and Conditions of Employment * <b>Attach Statement of Terms and Conditions of Employment</b>	Teaching Associate Fee Waiver Application <b>Attach Teaching Associate Fee Waiver Application</b>
Teaching Associate Fee Waiver Application <b>Attach Fee Waiver (TA Only)</b>	Teaching Associate Description of Duties Form <b>Attach Description of Duties Form (Required for TA)</b>	
Statement of Terms and Conditions of Employment * <b>Attach Statement of Terms and Conditions of Employment</b>		
Teaching Associate Description of Duties Form <b>Attach Description of Duties Form (Required for TA)</b>		

- c. GA: New Hire; Rehire; Revision

New Hire Appointment Documents (0)	Re-Appointment Documents (0)	Revision Documents (0)
Appointment Form (TA/GA) * <b>Attach Appointment Form (TA/GA)</b>	Appointment Form (TA/GA) * <b>Attach Appointment Form (TA/GA)</b>	Appointment Form (TA/GA) <b>Attach Appointment Form (TA/GA)</b>
Letter of Interest * <b>Attach Letter of Interest</b>	Letter of Interest * <b>Attach Letter of Interest</b>	Statement of Terms and Conditions of Employment <b>Attach Statement of Terms and Conditions of Employment</b>
CSU Employment Questionnaire * <b>Attach CSU Employment Questionnaire</b>	CSU Employment Questionnaire * <b>Attach CSU Employment Questionnaire</b>	Teaching Associate Description of Duties Form <b>Attach Description of Duties Form (Required for TA)</b>
Statement of Professional Preparation and Experience (SC-1) * <b>Attach Statement of Professional Preparation and Experience (SC-1)</b>	Teaching Associate Fee Waiver Application <b>Attach Fee Waiver (TA Only)</b>	Resignation Letter <b>Attach Resignation Letter</b>
Transcripts * <b>Attach Transcripts</b>	Statement of Terms and Conditions of Employment * <b>Attach Statement of Terms and Conditions of Employment</b>	Teaching Associate Fee Waiver Application <b>Attach Teaching Associate Fee Waiver Application</b>
Teaching Associate Fee Waiver Application <b>Attach Fee Waiver (TA Only)</b>	Teaching Associate Description of Duties Form <b>Attach Description of Duties Form (Required for TA)</b>	
Statement of Terms and Conditions of Employment * <b>Attach Statement of Terms and Conditions of Employment</b>		
Teaching Associate Description of Duties Form <b>Attach Description of Duties Form (Required for TA)</b>		

**Notifications**

7. Once the Admin/UP Contact completes and submits the form, they will get an email that indicates their request was submitted.
8. Admins/UP Contacts will also get emails once their student has been processed by the ESS Representative or if the paperwork cannot be processed, along with notes/reasons.
  - a. Notification emails indicating that the ESS Representative processed the submission will contain a copy of the form and all attachments that were submitted.