

**Instructions:**

1. From PeopleSoft HR, you can view current funding for positions: ([Main Menu > SJSU Human Resources > Organizational Development > Active Position List](#))
2. If PeopleSoft Position # is unknown, please email [position-management@sjsu.edu](mailto:position-management@sjsu.edu) for assistance.
3. Return completed form to your [Employee Support Services Representative](#).

<b>APPOINTMENT ACTION</b>	<b>APPOINTMENT CHANGE</b>	
<input type="checkbox"/> Additional Position	<b>Position or pay rate change can only be effective on the first day of the pay period:</b>	
	<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:	Anticipated Weekly Hours (e.g. 5, 10, etc.)		
Effective Date of Appointment Action or Change:			
Background Check Confirmation Number (if applicable and when in doubt contact your Recruiter):			

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: