SJSU | UNIVERSITY PERSONNEL
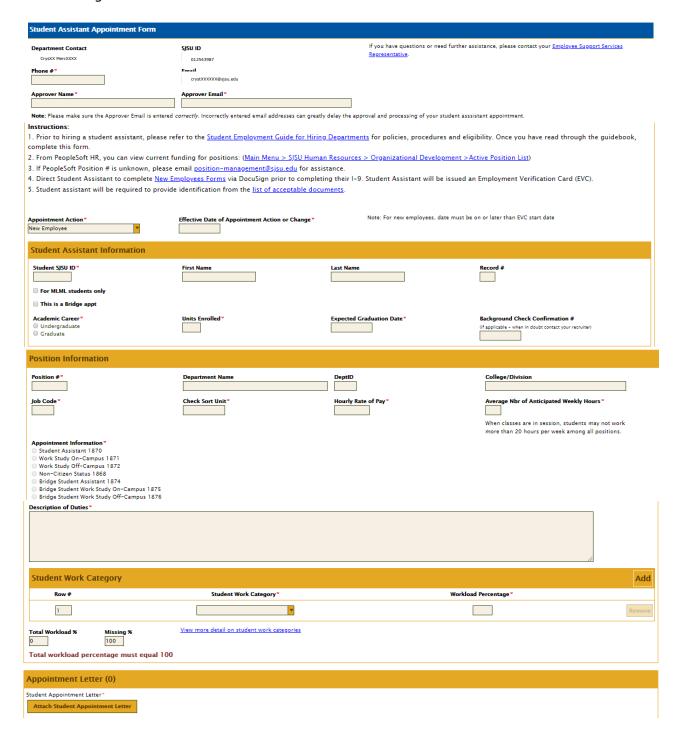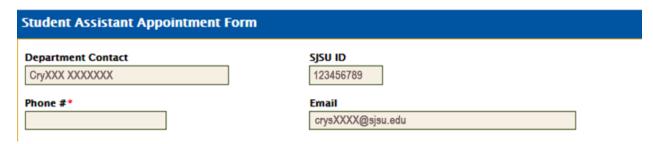
Student Assistants

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

Department Contact	**SJSU ID**	If you have questions or need further assistance, please contact your Employee Support Services Representative.
CrysXX MercXXXX	012543987	
Phone # *	**Email**	
	crystXXXXX@sjsu.edu	
Approver Name *	**Approver Email** *	

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

Appointment Action *	**Effective Date of Appointment Action or Change** *	Note: For new employees, date must be on or later than EVC start date
New Employee ▼		

Student Assistant Information

Student SJSU ID *	**First Name**	**Last Name**	**Record #**

☐ For MLML students only

☐ This is a Bridge appt

Academic Career *	**Units Enrolled** *	**Expected Graduation Date** *	**Background Check Confirmation #** (if applicable – when in doubt contact your recruiter)
○ Undergraduate ○ Graduate			

Position Information

Position # *	**Department Name**	**DeptID**	**College/Division**

Job Code *	**Check Sort Unit** *	**Hourly Rate of Pay** *	**Average Nbr of Anticipated Weekly Hours** *

When classes are in session, students may not work more than 20 hours per week among all positions.

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 | Add

Row #	**Student Work Category** *	**Workload Percentage** *	
1	▼		Remove

Total Workload %	**Missing %**	View more detail on student work categories
0	100	

Total workload percentage must equal 100

Appointment Letter (0)

Student Appointment Letter *

[Attach 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

Department Contact	SJSU ID
CryXXX XXXXXXX	123456789

Phone #*	Email
	crysXXXX@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.

Approver Name*   **Approver Email***

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

Student SJSU ID*	First Name	Last Name	Record #

☐ **For MLML students only**

☐ **This is a Bridge appt**

Academic Career*
○ Undergraduate
○ Graduate

Units Enrolled*

Expected Graduation Date*

Background Check Confirmation #
(if applicable – when in doubt contact your recruiter)

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

Position #*	Department Name	DeptID	College/Division

Job Code*	Check Sort Unit*	Hourly Rate of Pay*	Average Nbr of Anticipated Weekly Hours*

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 Support, Safety, Technical Support, Classroom/Lab Support, Food Service, Athletics, Student Life and Research Related.
    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*	
1	Office Support ▼	60	Remove
2	Technical Support ▼	20	Remove
3	Student Life ▼	20	Remove

Total Workload %   **Missing %**   [View more detail on student work categories](#)
100   0

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*

Attach 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.