**Student Hiring Checklist:**

[ ]  [**Review enrollment requirements for each job code**](https://www.csun.edu/careers/student-assistant-compensation-plan)  See Section III. Eligibility of Appointment

[ ]  [**Determine appropriate Job Code**](https://www.csun.edu/careers/student-assistant-compensation-plan)See Section III. Eligibility of Appointment

[ ]  [**Determine appropriate salary for Student Assistants**](https://www.csun.edu/careers/student-assistant-work-study-salary-schedule) See XI. Salary Ranges.

Questions regarding student levels and salary rate contact Manager, Compensation & Classification, Lynn Marks at ext. 2290

[ ]  [**Complete the New Employee Sign**-**In Form**](https://www.csun.edu/sites/default/files/new_employee_sign-in_form.pdf)

[ ]  [**Have the student complete the sign-in paperwork on or before the first day of work.**](https://www.csun.edu/hr/new-employees)The sign-in packet may be completed in the Office of Human Resources, University Hall 165 or to expedite the sign-in process, the student can access the form online.

[ ]  [**Hire the student in the Student Module**](https://www.csun.edu/)This step should be completed once students have completed/submitted the sign-in paperwork to the Office of Human Resources.

[ ]  [**Run the Student Employment Eligibility Report**](https://www.csun.edu/payroll/student-employment-eligibility-report) throughout the semester to ensure students meet employment eligibility requirements. Preferably two weeks before Monthly time entry deadline.

[ ]  [**Hours of work and breaks**](https://www.csun.edu/careers/student-assistant-compensation-plan)

[ ]  [**Separations**](https://www.csun.edu/careers/student-assistant-compensation-plan)See Section XVIII. Separations

**Additional Links:**

* [**Student Module Quick Guide**](https://www.csun.edu/sites/default/files/Student-Module-Quick-Guide.pdf)
* [**Time and Labor Timesheet information for self-reporting students**](https://www.csun.edu/payroll/solar-self-reporter-student-employee-fact-sheet)
* [**Self-Reporting Instructions**](https://www.csun.edu/payroll/solar-self-reporter-student-employee-enter-time-sheet-data)
* [**Request corrections to information entered in Student Module via the Student Employee Job Data Change Form**](https://www.csun.edu/sites/default/files/Student%20Employee%20Job%20Data%20Change%20Form.pdf)
* [**Payroll Calendars**](https://www.csun.edu/payroll/payroll-calendars-schedules)
* [**International Student Handbook**](https://www.csun.edu/sites/default/files/international-student-handbook-accessible.pdf)

**Contacts:**

 **Employment and Salary for Student Assistants:** Lynn Marks ext. 2290

 **Employment and Salary for Federal Work-Study Students:** Diana Medina ext. 3875

 [**Payroll Processing:**](https://www.csun.edu/sites/default/files/HR-Payroll-and-Operations-Roster-Contact-Listing.pdf) Payroll Technician

 [**Student Module Processing**](https://www.csun.edu/sites/default/files/HR-Payroll-and-Operations-Roster-Contact-Listing.pdf)**:** Operations Technician