



### Student Assistant Hire Form

**Instructions:** Use this form to document a new Student Assistant Hire. As with all state employees, the student must complete the sign-in process in Human Resources, on or before the first day of employment. Forward the form to the appropriate Financial Manager for authorization. Retention of this form should be determined by the Financial Manager.

Work-Study students are hired by using the Work-Study Authorization form, provided through the Work-Study Office.

**I. Student Information:** (All fields in top section are required, except for Middle Name.)

Prefix (Required – Select One)            MS.            MR.            MRS.            MISS

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ CSUN ID: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: **CA\*** Zip Code: \_\_\_\_\_

\* The payroll system requires a California address in order to issue a pay warrant.

**II. Job Data:** (All fields in this section are required.)

Department Name: \_\_\_\_\_ Dept.ID: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Job Code: 1870 – Student Assistant    Class Level: \_\_\_\_\_ Hourly Rate: \$ \_\_\_\_\_

Comments:

**III. Approvals:**

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_ Ext. \_\_\_\_\_

Dept. Chair: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Ext. \_\_\_\_\_

Dean/MAR: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Ext. \_\_\_\_\_

**IV. Human Resources Use Only:**

Process Date: \_\_\_\_\_ Initials: \_\_\_\_\_ CSUN ID: \_\_\_\_\_