



**Student Assistant – Class 1870**  
(Use during Academic Year only)

**NCS S/A – Class 1868**

**Bridge – Summer S/A – Class 1874**

## Continuing Student Hire Form 108

**Student Name:** \_\_\_\_\_  
First Name                      MI                      Last Name  
 (Please print Name as appears on Social Security Card)

**CSUB ID #:** \_\_\_\_\_

**Peoplesoft Position #:** \_\_\_\_\_  
PR/HR Use

### SECTION A: Hiring Dept/Area or Grant

**Hiring Dept/Area or Grant:** \_\_\_\_\_

**Student Phone #:** \_\_\_\_\_

**Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **Salary Rate \$** \_\_\_\_\_  
 (For salary rate change-submit form 117)

Last pay period/ term employed in the above department: \_\_\_\_\_

**Current Student enrollment status:**

**Summer** \_\_\_\_\_ (units/year)       **Fall** \_\_\_\_\_ (units/year)       **Spring** \_\_\_\_\_ (units/year)

**Peoplesoft Funding**

Fund	Dept. ID	*Program	*Project	*Class	Reporting Unit

(\*If required for Funding)

**Is student being considered for a position in which a background check is required by law?**  **Yes**  **No**  
**If Yes, coordinate with Human Resources for Background Check** (ext. 2266). See page 2 for further information.

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Head Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

**NOTE:**

- **Student Assistant:** this form is used for continuing Student Assistant workers who worked for your department during the *Spring* term and will be returning to the same department for the *Fall term* (or for a one-term break during the academic year). Students must currently be enrolled at CSUB in six (6) units for undergrads or four (4) units for grads. Student assistants are allowed to work up to 20 hours per week for all student positions.
- **NCS S/A:** non-citizen student working during academic year; enrollment required in twelve (12) units for undergrads and grads.
- **Bridge S/A:** this form is used for continuing *Summer* Student Assistant workers who worked for your department *Spring* term and will work during the *Summer* pay periods. Students must have been enrolled at CSUB the previous *Spring term* in six (6) units for undergrads or four (4) units for grads. A mandatory 7.5% retirement and 1.45% Medicare deduction will be deducted each pay period. This class allows student assistants to work up to fulltime. Students working more than 40 hours per week are subject to overtime pay.

### SECTION B: Payroll Services

\_\_\_\_\_  
**Payroll Tech Signature**

\_\_\_\_\_  
**Date**

# Student Assistant Hiring Form 108 - Attachment

**BACKGROUND CHECK REQUIREMENT – For Students**

**CSUB ID#** \_\_\_\_\_

**Student Workers:**

Student workers are CSU students appointed in a CSU non-represented and/or represented student classification. Their educational relationship with the university is predominant.

A background check is required **ONLY** if the student is being considered for a position in which a background check is required by law **or** if the student will be accessing Level 1 data.

**Background Checks Required by Law**

These include but are not limited to:

- Sworn CSU Police Personnel
- Police Officer Cadets
- Police Dispatchers
- Positions with direct contact with minor children at a camp operated by the CSU.
- Positions with access to stored criminal offender record information.
- Positions with access to patients, drugs, or medication Contact Human Resources with any questions at extension 2266.

**Level I: Confidential Information (High Risk)**

The following are considered Level I confidential information based on the significance of this information for the prevention of identity theft. Furthermore, as per the California Security Breach Information Act (SB 1386), any breach in the following information of any California resident that is unencrypted must be notified accordingly. SB 1386 defines a breach as "unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of personal information."

Social Security Number paired with last and first name or first initial

Drivers license number or California identification card number paired with last and first name or first initial

Account number, credit or debit card number, in combination with any required security code, access code, or password

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**For HR use only:**

Background Check Coordinator will notify the hiring department when all background checks have been successfully completed and the candidate can begin working or serving as a volunteer:

\_\_\_\_\_  
Coordinator initials

\_\_\_\_\_  
Date

**Classification – “Bridge (1874) or NCS (1868)” Student Assistant**

Full Legal Name \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ CSUB ID#: \_\_\_\_\_  
 Last Name First Name M.I.

Prior/Current PERS Employee or PERS Retiree:  Yes  No. If yes, please provide Name of Agency: \_\_\_\_\_

Are you International Student (NCS)?:  Yes  No. If yes **825**: \_\_\_\_\_ (PR-HR Use)

Highest Education Level \_\_\_\_\_ (Enter the most appropriate letter from the choices below)

- |  |                              |                                |
|--|------------------------------|--------------------------------|
| <b>H</b> - High School Diploma or GED        | <b>A</b> - Associate Degree  | <b>Q</b> - Some College        |
| <b>T</b> - Trade School or Craft Certificate | <b>B</b> - Bachelor’s Degree | <b>P</b> - Professional Degree |
| <b>C</b> - Professional Certificate          | <b>M</b> - Master’s Degree   | <b>D</b> - Doctorate           |

**Degree**      **Month/Year**      **Name of Institution/Campus &**      **Major**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VETERAN SELF-IDENTIFICATION FORM**

(for use by new hires and current employees only)

The California State University (CSU) is a federal contractor subject to the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA), as amended, which requires that federal contractors take affirmative action to employ and advance in employment qualified individuals without discrimination in based on a covered veteran status. To fulfill statistical reporting and affirmative action monitoring requirements, the CSU invites you to voluntarily identify your veteran status<sup>1</sup> by answering the questions below. Submission of this information is voluntary, and no adverse consequences will result from either providing this information or declining to provide it. Information you submit will be kept confidential as required under applicable federal and state law. Should you decide not to self-identify at this time, you may do so at any time in the future. Note: If you are disabled and need accommodation to perform the job properly and safely, please contact your Human Resources or Faculty Affairs Office to begin an interactive discussion to identify and provide you a reasonable accommodation.

Please check all boxes that apply to you:

- I do not want to identify my veteran status**
- Not a veteran**
- Disabled Veteran** - Either (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.
- Recently Separated Veteran** - Any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service. **Discharge Date (mm/dd/yyyy):** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Armed Forces Service Medal Veteran** - Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.<sup>2</sup> (For the current list of military operations for which an Armed Forces service medal was awarded, see the attachment. Visit <http://www.opm.gov/Veterans/html/vgmedal2.htm> for updates.)
- Other Protected Veteran** - A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. (For the current list of campaigns and expeditions for which a campaign badge was authorized, see the attachment. Visit <http://www.opm.gov/Veterans/html/vgmedal2.htm> for updates.)

\_\_\_\_\_  
Employee Name Department

\_\_\_\_\_  
Employee Signature Date

*It is the policy of California State University to provide equal employment opportunity without regard to race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, veteran status, marital status, pregnancy, sex, sexual orientation, or gender identity. The CSU administers all personnel actions without regard to any characteristic protected by law and bases all employment decisions on valid job requirements.*

<sup>1</sup> See 41 CFR 60-300 and 41 CFR 61-300.  
<sup>2</sup> 61 FR 1209.