

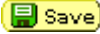

# Student Assistant Employment/Transaction Request Form

**Effective Date of transaction:**
**\*Search Match Completed\***
**Format Using USA**

 Complete the following items: 1 – 35 for a 'New' Hire      1-12 and 17-35 for a Concurrent Hire  
 1-12 and 17-35 for a Rehire.      **LAST PHYSICAL DAY WORKED/TERMINATED**

To process a correction or request a change in the system USE the PS Correction Request Form.

**System categories**
**Signature requirements**

1. Prefix	2. First Name	3. M. I.	4. Last Name	5. Suffix
<b>DO NOT punctuate name. Use mixed case. Enter Name as shown on SS Card.</b>				
6. Street Address	7. City	8. Postal Code	9. State	
10. Email Address	11. Primary Phone	12. Phone Type		
<b>Personal Profile</b>		<b>Eligibility Identity</b>		
13. Gender		14. Birthdate	Language Code: English	
		15. National ID (SSN#)	Click USA Flag – Ethnicity Detail	
16. Ethnic Group	Ethnic Detail	/100 %		
Ethnic Group	Ethnic Detail	/100 %		
Unknown	Ethnic Detail	/100 %		
<b>CSU Job Information</b>		<b>17. Action/Reason</b>		
Effective Date (verify that it matches Effective Date of Hire)		Hire/Appointment      Hire/Concurrent		
		<b>Insert a row for the following:</b>		
		Rehire/Rehire      Pay Rate Change/SPC (Effect. 1 <sup>st</sup> of the month)		
		Termination/End      Pos Change/Upd July 1,      (Effect. 1 <sup>st</sup> of the month)		
18. Position #	18a. Bridge	19. Hourly Rate	20. Stdrd Hours: 20	21. Appointment End Date:
<b>TL DATA Hire/Conc Only</b>	Time Reprter Status: Active		Taskgroup: CSU	Task Profile ID: CSU
Effective Hire Date	Workgroup: STUDENTS		Click Ok.	
22. Employee PS Empl ID#:	23. Empl Record#		24.Account #	
			24a. HR Chg Code	
<b>Emergency Contact Information</b>			27. Address:	
25. Name:				
26. Relationship:			28. Phone:	
				
29. Educ Level	Mo/Yr Acquired	Name of School	State	Major
<b>30. Signature of Hiring Supervisor :</b>			<b>31. Date Signed</b>	<b>Ext.</b>
32. Print Name of Authorizing Signature		33. Authorizing Signature / Select Title		34. Date Signed: