

Student Assistant Employment Transaction Request Form

Biographical Information (student must use name as shown on SSC)			
1. Coyote ID Number:	First Name:	M. I.	Last Name:
2. Street Address:	City:	State:	Zip Code:
Coyote Email Address:	Primary Phone:	Phone Type:	
Student Academic Eligibility			
3. Grade Level:	Meets GPA Requirement	Meets Enrollment Requirement	Supervisor Initials
Background Check Requirements			
<p>4. Check the boxes that apply to the student's position:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Position requires being in regular, direct contact with minors.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Position requires access to stored criminal offender record information.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Position requires access to patients, drugs, or medication.</p> <p>If any of the boxes above are checked, a background check and/or Live Scan must be <u>cleared</u> in order to finalize the appointment. Students cannot begin working until the appointment has been finalized. Please complete the Background Check Request Form and send it to backgroundcheck@csusb.edu.</p> <p>If above descriptions do not apply to the position, no background check is required.</p> <p>If you have any questions regarding background checks and/or Live Scans, please contact Human Resources at (909) 537-5138.</p>			
Job Appointment Information			
5. Action/Reason:	6. Effective Date of Hire:	7. Appointment End Date:	8. Hourly Rate: Weekly Assigned Hours:
9. Empl Rcd #:	10. Position #:	11. Student Job Code:	12. Account #
13. Department Unit #:	14. Department:	15. Handshake Job Posting ID (New Hires):	
Department Information			
16. Lead Supervisor:	Signature:	Extension:	Date:
17. Secondary Supervisor: (If Applicable)	Signature:	Extension:	Date:
18. Timekeeper:	19. Student Reports to Name:	Reports to Position #:	
20. Authorizing Administrator/MPP/Dean:	Signature:	Extension:	Date:

For Assistance with this form, please contact the Student Employment Office SH 119 Ext.75225