

SUMMER ROUTING SLIP
STUDENT EMPLOYMENT HIRING PROCESS

Return to:
5500 University Parkway
San Bernardino, CA 92407
Sierra Hall 119
Tel: (909) 537-5225
Fax: (909) 537-7019

Name: _____

Coyote ID: _____

INSTRUCTIONS: Please submit the following forms to HR/Student Employment to complete hiring process before student can begin working. Once submitted, please allow up to 3 business days in order for transaction to be completed. The routing slip is a confirmation that the student has submitted all required paperwork to the Student Employment Office. **Please note new background check policy below.**

Handshake Posting - Only for New Hires or Vacant Positions	COMPLETED BY SUPERVISOR
Job Posting ID# _____	

Background Check Policy	COMPLETED BY SUPERVISOR
<p>A background check (including criminal records checks) must be completed satisfactorily before any student will be employed in a sensitive position. Failure to satisfactorily complete the background check may affect the application status of students who apply for the position. Please refer to the HR Background Check website for more information. https://hr.csusb.edu/backgroundcheck.html</p> <p>I, as the hiring supervisor, have confirmed that I have read the Background Check policy concerning students in any sensitive positions. _____ (Initials)</p>	

Student Unit Enrollment For Summer Term		COMPLETED BY SUPERVISOR
Summer Session I	Summer Session II	
Regular Session 10 Week (6/19- 9/10): _____ Units	Regular Session 10 Week (6/19- 9/10): _____ Units	
Summer Session I (6/19 - 7/30): _____ Units	Summer Session II (7/31- 9/10): _____ Units	
Enrollment Total Session I: _____ Units	Enrollment Total Session II: _____ Units	

U.S. Citizens, Permanent Resident Aliens and "Internationals"	COMPLETED BY STUDENT EMPLOYMENT
<p>Any official document(s) acceptable for I-9 eligibility to work (See List of Acceptable Documents on Page 9)</p> <p>Student Assistant Employment/Transaction Request Form</p> <p>Confidentiality Compliance Form (New Employees Only)</p> <p>Student Agreement Form (New Employees Only)</p> <p>Supervisor Agreement Form and Background Check Verification</p>	

TRANSACTION APPOINTMENT DATES:	
Start Date: _____	End Date: _____
COMMENTS FROM STUDENT EMPLOYMENT:	

Student Employment Date/Time Stamp