CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

**Human Resources
Student Employment**

SUMMER ROUTING SLIP
STUDENT EMPLOYMENT HIRING PROCESS

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.**

Career Center	COMPLETED BY LEAD / SUPERVISOR

Job Posting ID#_____

Background Check Policy	COMPLETED BY LEAD / SUPERVISOR

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**

I, as the hiring supervisor, have confirmed that I have read the Background Check policy concerning students in any sensitive positions. _____
(Initials)

Student Unit Enrollment For Summer Term	COMPLETED BY LEAD / SUPERVISOR

Regular Session 10 Week (6/01-8/16): _____ Units

Summer Session I (6/01 - 7/06): _____ Units

Summer Session I Enrollment Total: _____ Units

Regular Session 10 Week (6/01- 8/16): _____ Units

Summer Session II (7/07 - 8/16): _____ Units

Summer Session II Enrollment Total: _____ Units

U.S. Citizens, Permanent Resident Aliens and "Internationals"	COMPLETED BY STUDENT EMPLOYMENT

Any official document(s) acceptable for I-9 eligibility to work (See List of Acceptable Documents on Page 9)

Student Assistant Employment/Transaction Request Form

Confidentiality Compliance Form (New Employees Only)

Student Agreement Form (New Employees Only)

Supervisor Agreement Form and **Background Check Verification**

TRANSACTION APPOINTMENT DATES:

Start Date: End Date:

COMMENTS FROM STUDENT EMPLOYMENT:

**Student Employment
Date/Time Stamp**