

Student Assistant Employment Transaction Request Form

Student Information

Coyote ID Number:	First Name:	M. I.	Last Name:
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Student Academic Eligibility

Grade Level:	Meets GPA Requirement:	Meets Enrollment Requirement:	Supervisor Initials:
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Background Check Requirements

Check the boxes that apply to the student's position:

☐ Position requires being in regular, direct contact with minors.

☐ Position requires access to stored criminal offender record information.

☐ Position requires access to patients, drugs, or medication.

☐ Position requires access to, or control on a regular basis of amounts greater than \$10,000 in cash, checks, credit cards, and/or credit card account information.

☐ Position requires access to [Level 1 data](#).

If any of the boxes above are checked, a background check and/or Live Scan **must** be cleared 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.

☐ If above descriptions do not apply to the position or if student meets [rehire exception](#), no background check is required.

If you have any questions regarding background checks and/or Live Scans, please contact Human Resources at (909) 537-5138.

Job Appointment Information

Action/Reason:	Effective Date of Hire: _____	Appointment End Date: _____	Hourly Rate:	Weekly Assigned Hours:
Employee Record #:	Student Job Code:	Position #:	Account #:	
Department Unit #:	Department:		Handshake Job Posting ID (New Hires):	

Department Information

Lead Supervisor:	Coyote ID:	Secondary Supervisor: (If Applicable):	Coyote ID:
SB Supervisor (MPP Only*):	Coyote ID:	Timekeeper:	Coyote ID:
Student Reports To (MPP Only*):	Reports to Position #:		
Authorizing Administrator (MPP **):	Signature:	Date:	

*MPP, Dean, Associate Dean, or Department Chair

**MPP, Dean, or Associate Dean