Palm Desert Campus Student Assistant Hiring Procedures
(Job Codes 1870, 1874, and 1868)

Please follow the steps below:

**New Hires:** Please follow Steps 1-7

**Rehires:** Please follow Steps 4, 6, & 7

**Steps 1-3:**
https://www.csusb.edu/human-resources/employment/student-employment/hiringprocedures

**Step 4:**
**New Hires:**
Identify if the student position is in need of a Background check. If student position does not require a background check, you can proceed with Step 5.

If a background check is needed for the student position, do not proceed to Step 5 until background check has cleared. Reference CSU Background Check Policy Statement and Procedures.

**Rehires:** If your rehires duties have changed, contact Human Resources to determine if a background check is needed for the new job duties. The student may not proceed with new job functions until background check has cleared, if needed.

If duties have not changed, please proceed to Step 6 of the Palm Desert Campus Hiring Procedures.

**The following steps are applicable to the Palm Desert Campus only:**

**Step 5:**
**New Hires:** Hiring departments/supervisors are responsible to initiate the hiring process by submitting the student’s full name, Coyote ID number, and job code via email to CSUSB Student Employment and include the following individuals below.

- Student Employment Office Lead: rmercado@csusb.edu
- **student.employment@csusb.edu**

Carbon Copy (CC) the following individuals:

- Director of Campus Operations (Palm Desert): jack.macfarlane@csusb.edu
- Respective department/college MPP, Dean, or Associate Dean

Hiring departments/supervisors will receive an e-mail from **student.employment@csusb.edu** confirming if an appointment is needed for requested student(s) for additional hiring documents.
Step 6:

Hiring departments/supervisors may proceed with completing the forms below and acquiring required signatures. Each hiring department is responsible for the submission of the hiring forms identified below. Please have the forms submitted with the completed Student Assistant Employment Transaction Form to the CSUSB Student Employment Office at Sierra Hall-119.

*Note: Student Assistant Employment Transaction Request Form may be submitted on behalf of the student to the CSUSB Student Employment Office (Palm Desert students only). Please indicate when dropping off the transaction form that the request is for Palm Desert student.

Please contact your respective department for specific information needed for each form and/or for required signatures.

**New Hire Forms:** The Student Assistant Employment Transaction Request Form is submitted to the Student Employment Office along with the forms identified below:

- [Student Assistant Employment Transaction Form](#)
- [Student Employment Agreement](#)
- [Confidentiality Compliance Form](#)

**Rehire Forms:** The Student Assistant Employment Transaction Request Form is submitted to the Student Employment Office.

Rehires:
- [Student Assistant Employment Transaction Form](#)

*Note: Transaction forms are renewed every academic year and summer for Rehires (if applicable)

**Continued instructions for both New Hires and Rehires:**

Please include the following highlighted field on the Student Assistant Employment Transaction Request Form for Palm Desert that is applicable to your department:

*Please follow [Student Assistant Position Numbers and Pay](#) guideline below for position number instructions (Page 3)*

*This is an example only; please complete form using your respective department info.*
Step 7:

Sending transaction forms and hiring documents to CSUSB Student Employment does not guarantee a student’s employment request will be processed. If needed, an e-mail will be sent to identify required paperwork for the appointment(s).

Hiring departments/supervisors will receive an e-mail from student.employment@csusb.edu confirming hiring forms and student eligibility to start work. Students assistants cannot start working until e-mail is received. E-mail will include routing slip confirming appointment dates.

Routing Slip

All hiring supervisors will receive a routing slip for Student Assistant Transaction Request Forms. The routing slip serves as proof that CSUSB Student Employment has received paperwork for new hire, rehire, or concurrent appointment. Once this slip has been received back from the Student Employment Office, you may keep it for your records.

Hiring departments at the Palm Desert Campus

Supervisors are responsible for ensuring proper submission of all correction requests, transactions forms and Separation/Dismissal forms.

*Note: Transaction forms are renewed every academic year and summer for Rehires (if applicable)

Student Position Numbers and Pay

Hiring Departments must establish position numbers for each job code (1870, 1874, and 1868) for respective student assistant positions for the Palm Desert Campus. When creating position numbers, hiring departments must use their own HR Department ID. Do not use PDC HR Department ID.

The position numbers can be established by visiting the University Budget Office website and filling out the Position Request/Update Form: https://www.csusb.edu/budget/budget-formsinstructions/position-requests

Note: When establishing position numbers, Check Sort Unit 091-Palm Desert is required for the request (see below).

Establishing your position number with the Palm Desert Check Sort Unit insures payment/pay stubs to be delivered on time.

| Check Sort Unit: | 091 - Palm Desert Campus - Staff |
**Time Reporting:**

Timekeepers must run/request listings under the unit# 091 to report time for Palm Desert Student assistants. Please only report hours for students in your department.

Each hiring department is responsible for submitting hours for their student assistant in their respective areas.