

**ROUTING SLIP**  
Student Employment Hiring Process

**Return to:**  
5500 University Parkway  
San Bernardino, CA 92407  
Sierra Hall 100  
Tel: (909) 537-5225  
Fax: (909) 537-7019

Name: \_\_\_\_\_

Coyote ID: \_\_\_\_\_

**INSTRUCTIONS:** Please submit the following forms to HR/Student Employment before student can begin working. Allow up to a minimum of 3 business days in order for transaction to be completed in PeopleSoft. This form is a confirmation that the student has submitted all required paperwork to the Student Employment Office.

<b>Career Center</b>	<b>COMPLETED BY LEAD/SUPERVISOR</b>
Job Posting ID# _____	Required for all new students. Contact Career Center for any further questions (909) 537-5250 UH-329.

<b>Background Check Policy</b>	<b>COMPLETED BY LEAD/SUPERVISOR</b>
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. <a href="https://hr.csusb.edu/backgroundcheck.html">https://hr.csusb.edu/backgroundcheck.html</a>	
I, as the hiring lead and/or supervisor, have confirmed that I have read the Background Check policy concerning students in any sensitive positions. _____ (Initials)	

<b>U.S. Citizens, Permanent Resident Aliens and Internationals</b>	<b>COMPLETED BY STUDENT EMPLOYMENT</b>
Social Security Card (cannot be laminated) List of acceptable documents on page 9 of I-9.	
Student Assistant Employment/Transaction Request Form	
Confidentiality Compliance Form (New Employees Only)	
Student & Supervisor Agreement Form (New Employees Only)	

<b>Non- Resident Aliens/Visa Students</b>	<b>COMPLETED BY STUDENT EMPLOYMENT</b>
Social Security Card (cannot be laminated) List of acceptable documents on page 9 of I-9.	
Student Assistant Employment/Transaction Request Form	
Confidentiality Compliance Form (New Employees Only)	
Student & Supervisor Agreement Form (New Employees Only)	
Employment Eligibility Verification Form from International Center (IC) located in CGI 309 or contact (909) 537-5193. (Bring the following: Visa, Passport, I-20, and I-94)	
Schedule an appointment in Accounting Services with the Non-Resident Alien Tax Accountant located in SH-134 for tax counseling in accordance with US tax treaties with your home country. Please contact Maggie (mmutadza@csusb.edu) or Rima (rima.tan@csusb.edu) to schedule an appointment.	

<b>Transaction Appointment Dates:</b>	
<b>Start Date:</b>	<b>End Date:</b>
<b>Comments From Student Employment:</b>	

<b>Student Employment Date/Time Stamp</b>