California State University San Bernardino
Student Assistant Employment Transaction Request Form

Student Information

Coyote ID Number:	First Name:	M. I.	Last Name:

Student Academic Eligibility

Grade Level:	Meets GPA Requirement:	Meets Enrollment Requirement:	Lead / Supervisor Initials:

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 underlined 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:	Requested 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 Lead / Supervisor (If applicable):	Coyote ID:
SB Supervisor (MPP Only*):	Coyote ID:	Timekeeper:	Coyote ID:
Student Reports To (MPP Only*):	Reports to Position Number (MPP's Position #):		
Authorizing Administrator (MPP **):	Signature:	Date:	

*MPP, Dean, Associate Dean, or Department Chair
**MPP, Dean, or Associate Dean