

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