Student Assistants

Student Assistant Form

Admins/UP Contacts will fill out this form to hire Student Assistants or request pay rate or position changes. When hiring new Student Assistants, ensure that the Student Assistant has obtained their EVC prior to submitting this form.

Student Assistant Appointment Form

Student ID
Admins/UP Contacts will fill out this form to hire Student Assistants or request pay rate or position changes. When hiring new Student Assistants, ensure that the Student Assistant has obtained their EVC prior to submitting this form.

CrysXX MercXXXX
012543987
crystXXXXXX@sjsu.edu

Student Assistant Information

Position Information

Appointment Letter (0)

Student Appointment Letter

View more detail on student work expenses

Total Workload %

Workload Percentage %

100

Dept Guide for Hiring SA or ASE 10/25/2022
Admin/UP Contact and Approver Information

1. Admins/UP Contacts will find some of their information automatically populated at the top of the form upon logging in. The Admins/UP Contacts will need to enter their Phone Number.

2. Admins/UP Contacts will also enter the Approver’s name and email address who will review and approve the form (The Approver’s email must be entered correctly else they will not receive the email to approve the form).
   a. The Approver can be an MPP, Department chair, Supervisor or the same person who is submitting the form (if that person previously submitted packets to the ESS Rep).
   b. The Approver has the ability to make changes to any fields on the form.
   c. Forms approved by the Approver will then move to the ESS Rep for final processing.

3. The Admin/UP Contact will choose the appropriate Appointment Action: New Employee, Rehire, Additional Position, Position Change Only, and Pay Rate Change.
   a. Boxes/Fields will appear based on what option the Admin/UP Contact selects.
4. The Admin/UP Contact will enter the student’s ID number. The first and last name fields will auto-populate.

5. Input the Record # if known

6. If the student is being hired for Moss Landing Marine Labs, that Admin/UP Contact should click on the checkbox titled “For MLML students only” which will allow the Admin/UP Contact to type in the ID number, first name and last name.

7. If the student is being placed in a Bridge position (job code 1874/1875/1876), check the box titled “This is a Bridge appt.”

8. Choose the either Undergraduate or Graduate in the Academic Career field.

9. Admins/UP Contacts will be required to type in the number of units that a student is enrolled in for the semester of their employment.
   a. Student Assistants must meet the minimum enrollment requirements.
      i. Undergraduate students must be enrolled in a minimum 6 units.
      ii. Graduate students must be enrolled in a minimum of 6 units or 4 units in all 200 level courses, or any combination of weighted graduate units and undergraduate units equal to 6 units.

10. Enter the Expected Graduation Date field.

11. Student Assistants in the following units/departments must undergo a background check: Athletics, Enrollment Services, Finance, Housing, Human Resources, ITS, Student Affairs, and any position where students will be exposed to or work in an environment handling level 1 data.
   a. To initiate a background check, contact your Recruiter with the student’s full name, ID number, and email address.
**Position Information**

**Position Information**

<table>
<thead>
<tr>
<th>Position # *</th>
<th>Department Name</th>
<th>DeptID</th>
<th>College/Division</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Job Code *</th>
<th>Check Sort Unit *</th>
<th>Hourly Rate of Pay *</th>
<th>Average Nbr of Anticipated Weekly Hours *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

12. Once the position number is entered, the form will auto-populate the following fields: Department Name, Dept ID, College/Division, Job code, Check sort unit, and Appointment Information.

13. Enter the Hourly Rate of Pay.

14. Enter Number of Anticipated Weekly Hours.

**Description of Duties**

**Description of Duties * **

15. The Admin/UP Contact will include details of the student’s job responsibilities in the Description of Duties box.
   
   a. Ensure that all duties and responsibilities for the Student Assistant position are not considered bargaining unit work.
Student Work Category

16. Admins/UP Contacts will choose the appropriate work categories that best describes their student’s job responsibilities.
   a. The Admins/UP Contacts can choose multiple work categories and assign a percentage; the total workload percentage must equal 100%.
   b. The Student Work Categories includes the following: Office Support, Safety, Technical Support, Classroom/Lab Support, Food Service, Athletics, Student Life and Research Related.
   c. There is a link on the form to a website that gives examples of the various duties that fall under these categories.

<table>
<thead>
<tr>
<th>Row #</th>
<th>Student Work Category</th>
<th>Workload Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office Support</td>
<td>60</td>
</tr>
<tr>
<td>2</td>
<td>Technical Support</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Student Life</td>
<td>20</td>
</tr>
</tbody>
</table>

17. Based on the Appointment Action (and job code), the form will ask the Admin/UP Contact to upload documents.
   a. For New Employee, Rehire, and Additional Position, the form will ask for a Student Appointment Letter.
   b. Pay Rate Changes will ask for the Pay Rate Change Letter.
   c. If a job code of 1875 or 1876 is selected, then the form will ask for the Federal Work Study Clearance Form.
   d. If a student who works in your department graduates and is being hired in a Bridge position to work one term directly after their graduation, the Student Appointment Letter is not required.
Notifications

18. Once the Admin/UP Contact completes and submits the form, they will get an email that indicates their request was submitted.

19. The Approver will then get an email informing them that they must review the request. The Approver can make edits as necessary.

20. Admins/UP Contacts will also get emails once their request has been processed by the ESS Representative or if the paperwork cannot be processed, along with notes/reasons.
   a. Notification emails indicating that the ESS Representative processed the submission will contain a copy of the form that was submitted.
Academic Student Employees

Academic Student Employee Form

Admins/UP Contacts will fill out this form to hire Instructional Student Assistants, Graduate Assistants, and Teaching Associates (ISA/GA/TA). When hiring new ISA/GA/TAs, ensure that the student has obtained their EVC prior to submitting this form. All Academic Student Employees must be matriculated and enrolled at SJSU for a minimum of one unit.
Admin/UP Contact Information

1. Admins/UP Contacts will find some of their information automatically populated at the top of the form upon logging in. The Admin/UP Contact will need to enter their Phone Number, College, and Department.

Employee Information

2. Enter in the student’s ID number. The first and last name fields will auto-populate.
3. Select the appropriate Request Type and Appointment Type.
   a. These buttons will dictate which attachments will be required to upload.
4. Enter the Appointment Effective Date. This date must match the Appointment Form/Employee Profile

Student Work Category

5. Admins/UP Contacts will choose the appropriate work categories that best describes their student’s job responsibilities.
   a. The Admins/UP Contacts can choose multiple work categories and assign a percentage; the total workload percentage must equal 100%.
   b. The Student Work Categories includes the following: Classroom Support, Evaluating, Grading, Instruction, Research Support, and Tutoring.
Appointment Documents

6. The required documents must be uploaded based on the Request Type and Appointment Type.

   a. ISA: New Hire; Rehire; Revision

   ![ ISA New Hire Appointment Documents (0) ]
   ![ ISA Re-Appointment Documents (0) ]
   ![ ISA Revision Documents (0) ]

   b. TA: New Hire; Rehire; Revision

   ![ TA New Hire Appointment Documents (0) ]
   ![ TA Re-Appointment Documents (0) ]
   ![ TA Revision Documents (0) ]

   c. GA: New Hire; Rehire; Revision

   ![ GA New Hire Appointment Documents (0) ]
   ![ GA Re-Appointment Documents (0) ]
   ![ GA Revision Documents (0) ]
Notifications

7. Once the Admin/UP Contact completes and submits the form, they will get an email that indicates their request was submitted.

8. Admins/UP Contacts will also get emails once their student has been processed by the ESS Representative or if the paperwork cannot be processed, along with notes/reasons.
   a. Notification emails indicating that the ESS Representative processed the submission will contain a copy of the form and all attachments that were submitted.