

# STUDENT EMPLOYMENT PAYROLL TRANSACTION FORM (SEPTF)

RETURN COMPLETED FORM TO PAYROLL SERVICES (Brotman Hall-353)

## SECTION 1: TYPE OF ACTION

- New Appointment:** Student has never been employed in the past 3 years, as a (State) student Employee at Cal State Long Beach. Student must present appropriate documentation for Form I-9 and an **ORIGINAL Social Security Card to Payroll within 3 days of the employee's first day on the job.**
- Prior Employee:** Student has been employed as a student assistant at CSULB within the last 3 years.
- Concurrent Appointment:** Add an additional PeopleSoft Position Number
- Position Change:** Transfer to another Department and/or change PeopleSoft Position Number
- Hourly Rate Change:** due to (1) Merit Salary Increase (must also include Student Performance report) or (2) Other – change in job responsibilities. [NOTE: No retroactive changes will be accepted]
- Separation:** Student is no longer a CSULB employee or no longer working for the department in the position number referenced below

## SECTION 2: APPOINTMENT INFORMATION (to be completed by the Hiring Department)

_____	_____	_____	
Employee ID	Employee Record #	Home Phone #	
STUDENT'S NAME (LAST, FIRST, MI) <b>as it appears on their Social Security Card</b>			
_____	_____	_____	
HIRING DEPARTMENT ID & NAME	SUPERVISOR'S NAME	EXT	
_____	_____	_____	
EFFECTIVE START DATE	LEVEL	HOURLY RATE	MAX HOURS/WEEK=Standard Hours
<b>PEOPLESOFT POSITION NUMBER (Indicate New or Change # Below)</b>			
<b>WORK-STUDY</b> (must also submit a Federal Work-Study Authorization to Hire)			
Position Number _____	Appointment End Date _____		
<b>STUDENT ASSISTANT</b>			
Position Number _____	Appointment End Date _____		
_____	_____	_____	
APPROPRIATE ADMINISTRATOR/APPROVAL NAME	APPROPRIATE ADMINISTRATOR/APPROVAL SIGNATURE	DATE	

## SECTION 3: STUDENT EMPLOYEE PERSONNEL INFORMATION

1. ARE YOU CURRENTLY WORKING FOR ANOTHER DEPARTMENT OR IN ANOTHER POSITION  YES  NO  
IF YES: WHICH DEPARTMENT? \_\_\_\_\_  
IS THIS A WORK-STUDY POSITION?  YES  NO  
HOW MANY HOURS PER WEEK ARE YOU SCHEDULED? \_\_\_\_\_
2. ARE YOU AN INTERNATIONAL STUDENT?  YES (READ #3b)  NO  
IF YES, ENTER VISA TYPE \_\_\_\_\_
3. **a)** IN ACCEPTING THIS EMPLOYMENT, I AGREE TO ABIDE BY THE CSULB SYSTEM POLICY WHICH MANDATES THAT STUDENT ASSISTANTS MUST BE ENROLLED IN AT LEAST 6 UNITS FOR UNDERGRADUATES/GRADUATES PER SEMESTER AND MAY NOT BE EMPLOYED MORE THAN 20 HOURS PER WEEK DURING THE ACADEMIC TERM AND MORE THAN 40 HOURS PER WEEK DURING SEMESTER BREAKS.  
**b)** INTERNATIONAL STUDENTS ON AN F-1 VISA ARE REQUIRED BY THE IMMIGRATION AND NATURALIZATION SERVICE TO MAINTAIN A MINIMUM OF 12 UNITS PER SEMESTER FOR UNDERGRADUATES AND 9 UNITS FOR GRADUATES, UNDERGRADUATE AND GRADUATE INTERNATIONAL STUDENTS ON A J-1VISA ARE REQUIRED TO MAINTAIN 9 UNITS PER SEMESTER. FOR MORE INFORMATION REGARDING THIS REQUIREMENT, PLEASE CONTACT THE CTR FOR INTNL EDUC (CIE) OFFICE. YOU ARE ALSO REQUIRED TO PRESENT YOUR PASSPORT, I-94, AND I-20 (OR DS-2019) TO PAYROLL PRIOR TO BEGINNING EMPLOYMENT.  
**c)** I AM A STUDENT AT CSU, LONG BEACH AND ALL STATEMENTS MADE ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENT ON THIS FORM MAY BE GROUNDS FOR TERMINATION.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_