

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 or worked 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 @ CSULB within the last 3 years.
- Concurrent Appointment:** Add an additional PeopleSoft Position Number
- Position Change -** Transfer to another Department and PeopleSoft Position Number
- Hourly Rate Change** due to (1) Merit Salary Increase (must also include a 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 Hiring Department)

EMPLOYEE ID	EMPL RECORD #	HOME PHONE #	
STUDENT'S NAME (LAST, FIRST, MI) as it appears on their Social Security Card			
HIRING DEPARTMENT ID & NAME	SUPERVISOR'S NAME	EXT	
EFFECTIVE START DATE	LEVEL	HOURLY RATE	MAX HRS/WK = Standard Hrs

PEOPLESOFT POSITION NUMBER (Indicate New or Changed # Below)

WORK-STUDY (must also submit a Federal Work Study Referral Form)

Position Number		Appointment End Date
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STUDENT ASSISTANT

Position Number		Appointment End Date
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HIRING AUTHORITY'S NAME	HIRING AUTHORITY SIGNATURE	DATE
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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-1 VISA 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'S SIGNATURE	DATE
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