

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/or change 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	EMPLOYEE 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 _____

STUDENT ASSISTANT

Position Number _____ Appointment End Date _____

HIRING AUTHORITY'S NAME	HIRING AUTHORITY 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-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
---------------------	------