



SACRAMENTO
STATE

Academic Student Employee Hiring Training

2024 - 2025

Redefine the Possible™

Agenda

- Learning Objectives
- The 2023/2024 Hiring Numbers
- Fall 2024 Hiring Dates
- Academic Student Employee Classifications
- ASEPTF submission demonstration
- Resources
- Reminders
- Questions

Learning Objectives

- Understanding the differences between academic student employee classifications
- Learning how to submit an academic student employee personnel transaction form (ASEPTF)
- Understanding the ASEPTF processing workflow
- Understanding that an employment confirmation email must be received before allowing a student to start working

The 2023/2024 Hiring Numbers

Fall 2023

- Total ASEPTFs processed: 578
- GAs: \approx 69 appointments
- TAs: \approx 64 appointments
- ISAs: \approx 409 appointments

Spring 2024

- Total ASEPTFs processed: 670
- GAs: \approx 47 appointments
- TAs: \approx 54 appointments
- ISAs: \approx 407 appointments

Important Hiring Dates

- **July 8, 2024** Fall 2024 ASEPTF submissions begin
- **July 31, 2024** Priority Hiring End Date
- **Fall 2024 Hiring Dates:**
 - Teaching Associates (TA 2354): 8/21/2024 - 1/2/2025
 - Instructions Student Assistants (ISA 1150/1151): 8/26/2024 - 1/20/2025
 - Graduate Assistants (GA 2355): 8/30/2024 - 1/30/2025

Academic Student Employee Classifications

- Student Employees Performing Academic Related Duties
 - Any student employees performing Academic job duties must be hired under the Unit 11 to ensure they are covered under the Unit 11 Collective Bargaining Agreement
 - Student Assistant classification is distinguished from Unit 11 classifications in that the Student Assistant does not perform academic related duties such as instruction, tutoring, grading, evaluating, research, and assisting faculty with classroom activities.
- Graduate Assistants ([GA](#))
 - part-time employment and provides practical experience in fields related to their advanced study
 - Provide professional non-teaching assistance to faculty members
- Teaching Associates ([TA](#))
 - Provide classroom and/or laboratory instructions, prepare course materials, and determine course grades
 - May assist faculty with field experiences, supervision, and/or research projects
- Instructional Student Assistants ([ISA](#))
 - Under supervision, perform teaching, grading, tutoring, and some research assistance

Getting Started: Find the form

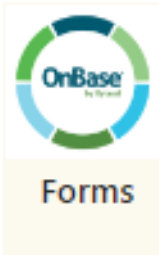
Popular Tools and Resources



Canvas



Email



Forms



OneCard



Search OnBase Forms

Clear Filter

6 forms found that contain the search term "hr".

List Grid

Faculty/Staff Forms

FORM NAME	DESCRIPTION	CONTACT
HR Academic Student Personnel Transaction Form	Submit the following form for each Academic Student Employee (ASE) a department/program hires.	HR, Student Employment (916) 278-1272 hr-studentemployment@csus.edu EMAIL

Demo

Confirmation of Submission



[APPLY](#)

[EXPERIENCE](#)

[GIVE](#)



OnBase Forms

Form Submitted Successfully.

Thank you for submitting your form with OnBase. Your form will be reviewed and processed accordingly. You will receive an email notification when your form review process is complete.



Reminders for Submissions

Common Mistakes

- Correct CMS number
 - The 8-digit CMS number will generate the dept, fund source and position, if what you entered does not match what you want - you are inputting the wrong CMS number
- Compensation
 - Pay rate minimums and maximums are on the [CSU Salary Schedule](#) website
- Background Worksheet
 - What is [Level 1 Data](#)

Completing Full Hiring Package


- ASEPTF + Background Worksheet
- ISA/TA/GA Application
- ASE Position Description
- Optional Supporting Documents: Resumes, Academic Exceptions, Letters of Support, ETC.


Returned Paperwork – Corrections Needed

How to Make Corrections

- Click Link found in the return email
- Returner is required to include why ASEPTF is being returned
- Make corrections based on the above reasoning
- Hit "SAVE" then click "Review Complete"

[ONBASE] STUDENT PERSONNEL TRANSACTION FORM RETURNED FOR REVIEW

 onbase@csus.edu <onbase@csus.edu>
To: Laird, Sarah E; Cc:

 *Office of Information Resources & Technology*


Sarah Laird,

A form has been returned to you for review.
Please see the approver's note and make necessary adjustment to the form.

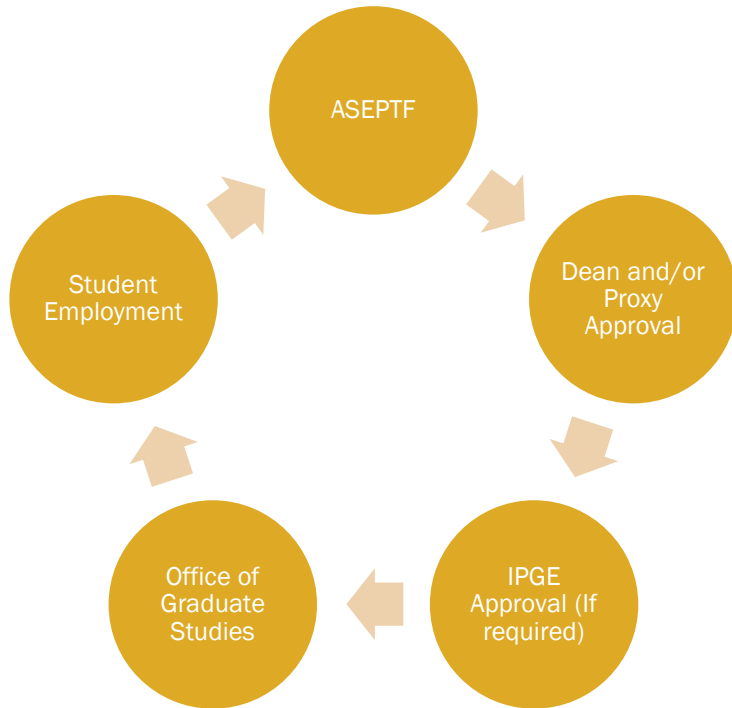
Click here to access the document:
<https://onbase-test.csus.edu/appnet/Workflow/WFLLogin.aspx?LifeCycleID=152&QueueID=512&DocID=19866158>

OnBase Automated System
Sacramento State

This message was sent by an automated distribution system. Direct replies will not reach the sender.

 **SACRAMENTO STATE**
California State University, Sacramento
6000 J Street, Sacramento, CA 95819
Campus Main Phone: (916) 278-6011
www.csus.edu

ASEPTF Processing Workflow




- **Appointment Letter is created:**
 - Sent Via Acrobat Sign if student has worked on campus in the last 12 months
 - If the Student is a new hire, Instructional email is sent with next steps for the student. Offer Letter is printed and must be signed in person
- **SEO will Initiate Next Steps**
 - Background/LiveScan, if needed
 - I-9 verification
 - New Hire Paperwork
- **Confirmation**
 - Once student is cleared to **BEGIN** working, a confirmation email is sent.
 - ASEPTF processing may take 2-3 weeks **AFTER** a department has submitted.

Employment Confirmation Email

[ONBASE] ACADEMIC STUDENT PTF CONFIRMATION

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1 MB



Employee ID Number
Dear Student Name,

The Human Resources Student Employment Office is pleased to confirm your REHIRE/REHIRE as a student employee with the Department of **Computer Science** effective **5/28/2024** and ending on **8/25/2024**. If you have any questions or concerns during your employment here at Sacramento State, please visit the Student Employment Office in Del Norte Hall 3009 or call 916-278-1277.

Please retain the following information for future reference. You will need it to report hours worked.

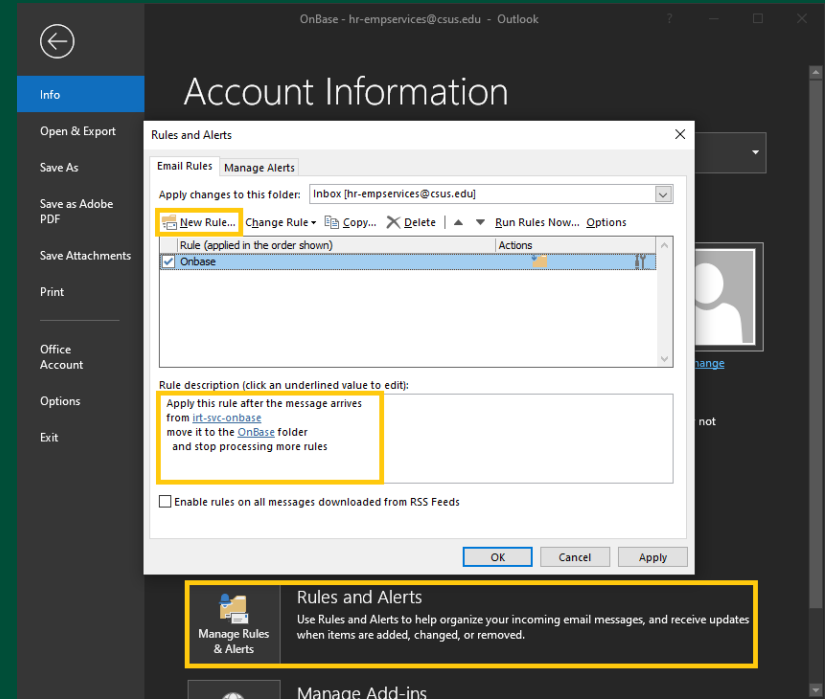
Job Description	Employee Record #	Department ID	Department Description
Instr Stdnt Asst	0	22700	Computer Science

To receive pay, please check in with your supervisor about expectations for entering your time at the end of each workday.
Student Employment Office
Del Norte Hall 3009
Telephone #: 916-278-1277
hr-studentemployment@csus.edu
www.csus.edu/hr

- Confirmation Emails will be sent to:
 - Preparer
 - Hiring Manager
 - Office of Graduate Studies
 - Student Employment
 - Student
- Will include following info:
 - Hiring Dates
 - Department Name
 - EmplRcd #
 - Photo copy of ASEPTF & Supporting Documents

Creating Rule In Outlook for OnBase Emails

- Steps for Set Up:
 - Go to FILE on Outlook
 - Select RULES AND ALERTS
 - Create NEW RULE
 - Use "Move messages from someone to a folder" template
 - Edit template with specific information
 - Click NEXT to edit conditions, actions, exceptions, rule name, etc.
 - Click FINISH for template editing
 - Check completed rule template from list and APPLY



Resources & Websites

- [Student Employment website](#)
- [Office of Graduate Studies website](#)
- [ASEPTF Submission User Guide](#)
- [Fall 2024 Hiring Information Sheet](#)
- [Payroll Website](#)
- [Budget, Planning, and Administration website](#)
- [Learning and Development Office website](#)

Reminders

- If Student is Terminated EARLY a Termination ASEPTF must be submitted
 - California Labor Laws require CSUS to pay employees within 72 hours of their last day of work
 - If it is an ISA, the final timesheet should also be submitted to Payroll as soon as possible
- Mark revision on the ASEPTF form if a change is being made a current position
 - This includes, payrate changes, end dates and fund sources changes
- Students cannot being work until employment confirmation email is sent from SEO
 - Audits of students working out of compliance can result in fines that will be charged back to the department
- Mandatory CSU Learn Trainings
 - Sexual Misconduct Prevention
 - Discrimination Harassment Prevention (for non-supervisors)
 - Data Security & FERPA
 - Illness & Injury Prevention Program
 - Campus Disaster/Emergency Preparedness
 - Workplace Violence Prevention Plan

Contact Information

Student Employment Office

Email : hr-studentemployment@csus.edu

Phone: (916) 278-1277

Office of Graduate Studies

Email : aseunit11@csus.edu

Phone: (916) 278- 6470

Budget Planning & Administration office

Email: bpa-01@csus.edu

Phone: (916) 278-7455

Payroll Office

Phone: (916) 278-6211

Email: hr-studentpayroll@csus.edu for ISAs

Contact your [department's payroll tech](#) for GAs/TAs

Questions?