HIRING STUDENT ASSISTANTS AND WORK STUDY STUDENTS

The Center for Career Education & Community Engagement partners with academic departments and the Financial Aid Office to facilitate the hiring of **student assistants** and **work study students**.

- The application and hiring process is outlined below including a list of frequently asked questions.

Posting Student Assistant Jobs

1. To initiate a position posting with the CECE, departments register as an employer in the Handshake system to post a job (https://csub.joinhandshake.com/)
2. On your Handshake homepage, Click the **Post A Job** Tab**.**
    - Complete the posting and be sure to choose "**On Campus Student Employment**" as job type.
3. Posting the job on Handshake triggers the CECE to generate a form 105 (hiring form).
   If you are interested in using an application form as a part of the process, please check out http://www.csub.edu/cece/documents/studasstapplication.pdf
4. A student is offered employment by the department and the department then completes the Hiring Form 105
5. The hired student delivers Form 105, along with the student's social security card and a picture ID, to the Payroll Office.
6. Department logs in to Handshake to close the job posting.

Additional Notes:

- Form 105 - From must be signed by department head or person responsible for expending funds. Peoplesoft Funding Information must include Stateside numbers or indicate Foundation account number.
- Students must be enrolled in at least 6 units for undergraduates or 4 units for graduates each term to qualify for employment. (See also: Hiring an International Student; unit requirements are different.)
- International students on an F-1 Visa are required by the Immigration and Naturalization Service to maintain a minimum of 12 units per quarter for undergraduates & 8 units per quarter for graduates. For more information regarding this requirement, please contact the International Students & Programs (ISP) office x6113 (SA 42). You are also required to present your passport, I-94, and I-20 to payroll within three (3) days of employment.

Work Study Hiring Process

1. To initiate a position posting with the CECE, departments register as an employer in the Handshake system to post a job (https://csub.joinhandshake.com/)
2. On your Handshake homepage, Click the **Post A Job** Tab**.**
   - Complete the posting and be sure to choose **"On Campus Student Employment**" as job type.
   - The CECE e-mails a confirmation to the department once the position is active.
3. Students who have received a work study award will receive a Form 104 (Work Study Hiring Form) from the Financial Aid Office AND will begin searching and applying for work study positions based on the application instructions you provide in Handshake.
4. The student schedules an interview for the job(s) by interacting directly with department.
5. The hiring department selects a candidate, and completes the **Form 104 - Work Study Hiring Form** Section B for the student. (The hiring department must provide the signature of the supervisor and the Department Head/Designee authorized to expend funds, and should maintain a copy for their records)
6. The student returns the Form 104 to the Federal Work Study Coordinator for signature in Section A. (This allows the Coordinator the ability to track the placements.)
7. The hiring department logs in to Handshake and closes the job posting.
8. The student takes Form 104 to Payroll for final signature, and to complete their payroll documents.
9. The student arranges their work schedule with the department and begins work.
10. The student follows the new PeopleSoft Student Employee Self-Service Payroll procedures for reporting their Time and Labor (T&L) no later than the 2nd day of each month.
11. The hiring department follows the new PeopleSoft Student Employee Self-Service Payroll procedures for MPP certification of student Time and Labor (T&L) no later than the 5th day of each month.
12. The hiring department and the student are both responsible for ensuring that the student does not earn more than their Work-Study award amount for the academic year. If the student has exhausted their earnings, the department may complete a **Form 117- Student Assistant Position Change Form** to transfer the student's payroll to departmental Student Assistant funds so the student may continue to work.

For RENEWAL Work-Study Placements

- If you employed Federal Work-Study student(s) in your department last academic year, and would like to renew the same student(s) for the next academic year, please forward their name(s), campus ID(s) and when the student will begin work (must be after July 1) to CSUB's Financial Work Study Coordinator as soon as possible. The coordinator will generate a **Form 104 -Work Study Hiring Form**, and forward it to you to complete.

Division of Student Affairs