



## Student Employment Authorization Form

**Instructions:** Please complete and submit this form to Human Resources. For more information, please visit the Student Employment website: <https://www.csum.edu/web/hr/student-employment> or contact Human Resources at 654.1137.

### Section I – To be completed by Hiring Department

|  |   |  |                                   |
|--|---|--|-----------------------------------|
| <input type="checkbox"/> New Hire Student (Never worked for Cal Maritime)  | <input type="checkbox"/> Rehire Student | <input type="checkbox"/> Pay Increase* | <input type="checkbox"/> Job Code |
| Student ID #:  |   |  |                                   |
| First Name:  | Middle Initial:                         | Last Name:                             |                                   |
| Start Date:  |   | End Date:                              |                                   |
| Pay Level: (Circle) <input type="checkbox"/> Level I <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Level IV<br>*All Pay Levels Must Be Approved by Human Resources |   |  | Hourly Rate:                      |
| Department Name:   |   |  | Dept. ID:                         |

|   |  |
|---|--|
| <b>Job Code:</b> (Check one)  |  |
| <input type="checkbox"/> 1868* International Student Assistant                            | <input type="checkbox"/> 1871** Federal Work Student Assistant –Onsite |
| <input type="checkbox"/> 1870** Student Assistant   | <input type="checkbox"/> 1874*** Bridge Student Assistant (Summer)     |
| <i>*Must be enrolled in a minimum of 12 units</i>   |  |
| <i>**Must be enrolled in a minimum of 6 units and may not work over 20 hours per week</i> |  |
| <i>*** May work up to 40 hours</i>  |  |

### Section II - Approvals

|   |   |   |
|---|---|---|
| <b>*Did the student work in the same job/same department last semester? If yes, recruitment number is not required.</b>   |   |   |
| Student Job Title:  | Recruitment #:  | Is the student a graduating senior?<br><input type="checkbox"/> Yes If yes, when? _____ <input type="checkbox"/> No |
| Will student work with minors? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Will student have direct cash handling duties? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Will student have access to level 1 data? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>( <a href="https://www.csum.edu/web/it-security/data-classifications">https://www.csum.edu/web/it-security/data-classifications</a> ) | If answered yes to any of the three questions, an Accurate Background/Live Scan (fingerprinting) check may be required. |   |
| Rate Justification* (if applicable): For instructions on student pay rates and increase, please visit the student employment website.   |   |   |
| Appropriate Administrator:  | Signature:  | Date:   |
| Student's Supervisor:   | Signature:  | Date:   |

### Section III – Emergency Contact (Primary)

|             |               |           |
|-------------|---------------|-----------|
| Name:       | Relationship: |           |
| Address:    |               |           |
| City:       | State:        | Zip Code: |
| Home Phone: | Cell Phone:   |           |

### Section IV – Financial Aid Approval for Job Code 1871 (Federal Work Study Student Assistant)

|               |  |             |
|---------------|--|-------------|
| Amount: _____ | Approved by Director of Financial Aid: _____ | Date: _____ |
|---------------|--|-------------|

### Section V – Human Resources Use Only

|                                     |  |                      |  |
|-------------------------------------|--|----------------------|--|
| Processed by Human Resources: _____ |  | Date: _____          |  |
| Action Reason:                      | <input type="checkbox"/> HIR/APT <input type="checkbox"/> HIR/CON <input type="checkbox"/> REH/REH | Record Number: _____ |  |