



Human Resource Services

## Student Employment Action Form

**Please read these instructions before completing the form.**

### Instructions

<p>Student Employees:</p>	<p>Must carry a minimum of 6 units during the Fall and Spring semesters, and a minimum of 3 units during the Summer semester. International student employees must carry a minimum of 6 units during the Fall and Spring semesters, and a minimum of 3 units during the Summer semester.</p> <p>Student employees, including international students, are limited to working no more than 20 hours per week.</p>
<p>CalWorks and Federal Work Study (FWS) Student Employees:</p>	<p>Must carry a minimum of 6 units during the Fall and Spring semesters, and a minimum of 1 unit during the Summer semester. International CalWorks/FWS student employees must carry a minimum of 6 units during the Fall and Spring semesters, and a minimum of 3 units during the Summer semester.</p> <p>CalWorks/FWS student employees are limited to working no more than 26 hours per week and international CalWorks/FWS student employees are limited to working no more than 20 hours per week. Work study will not pay for more than 20 hours per week.</p>

Student employees cannot work more than 8 hours per day.

The Department is responsible for completing the Student Employment Action form and attaching the Short-Term/Student application (for new hires). In addition, the Department must obtain the required approvals and submit the completed form to Human Resource Services.

**The Division Dean/Director is responsible for checking the budget to confirm adequate funds are available to support the request.**

After this form is completed, approved and received in Human Resource Services, new hires (and if applicable, current employees) will be contacted by Human Resource Services to complete employment papers.



# Student Employment Action Form

**For HR Use Only:**

Start Date \_\_\_\_\_  
 Empl Rec # \_\_\_\_\_  
 Benefit Rec # \_\_\_\_\_  
 Position # \_\_\_\_\_

**Employee MAY NOT BEGIN WORK before this form is completed and approved, and all required employment documentation is completed and submitted to Human Resource Services.**

- New Student Employee: number of units enrolled in for current semester \_\_\_\_\_
- Continuing Student Employee: number of units enrolled in for current semester \_\_\_\_\_
- New Assignment (current STU employee, different department; or same department, different assignment):  
 number of units enrolled in for current semester \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

SSN: \_\_\_\_\_ or ID #: \_\_\_\_\_ Position Title: Student Employee

Brief description of duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Others to CC: \_\_\_\_\_ Is a physical required for this position?  Yes  No

Is employee required to possess any license or certificate to perform this job?  Yes  No

Anticipated Start Date\*: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

\*Actual start date will be when all the hiring requirements are completed and once cleared by HR.

Hourly Rate:  \$14.00  \$15.00  \$16.00

Number of hours student will regularly work per week: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

Code	Account	Department	Program	Project/Grant	%
K	235400	475200		1112200	

**Signatures Needed for Approval:**

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Dean/Director Date

\_\_\_\_\_  
Vice President or President Date