

# Student Employment Form

**Instructions:** Please complete and submit this form to Employment Services, located in Salazar 2078. If this is a Work Study position, the Student must first bring this form to Financial Aid, located in Salazar 1078, for approval. A sign-up orientation is required for new Student Assistants or returning Student Assistants who have not worked at SSU within the past three years. For more information, please visit [www.sonoma.edu/es/student\\_assistants/](http://www.sonoma.edu/es/student_assistants/). If you have questions regarding use of this form, contact 707-664-4258.

## Section I - To be completed by hiring department

<input type="checkbox"/> New SSU Employee <input type="checkbox"/> Prior SSU Employee <input type="checkbox"/> Additional Concurrent Position <input type="checkbox"/> Pay Increase* <input type="checkbox"/> Job Code Change			
Student ID Number:	First Name:	Middle Initial:	Last Name:
Effective/Start Date:	Job Level:	Hourly Rate*: \$	Position Number:
Department Name:		HR Department #:	Payroll Unit #:

**Job Code:** (Check one)

Must be enrolled in a minimum of 6 units and cannot work over 20 hours per week:

1868    **International Student Assistant**                     
  1871    **Work Study Student Assistant**

1870    **Student Assistant**

Enrolled in less than 6 units and may work up to 40 hours per week:   
 1874    **Bridge Student Assistant**

**Student's Job Title:**

**Job Description:**

**Qualifications:**

Will the student work with minors?  Yes  No                     
 Will the employee have direct cash handling duties?  Yes  No

If answered yes to either question, a background fingerprinting check may be required.

**Rate Justification\* (if applicable):** For instructions on student pay rates and increases, please visit [www.sonoma.edu/es/student\\_assistants/](http://www.sonoma.edu/es/student_assistants/).

**Grant Funding** (if applicable):    Grant Funded:  Yes  No    Fund #: \_\_\_\_\_    NSF (direct or subaward):  Yes  No

Appropriate Administrator:	Signature:	Date:
Supervisor:	Signature:	Date:
Form completed by:	Phone Number:	Date:

## Section II - Financial Aid Approval for Job Code 1871

Job Reference Number \_\_\_\_\_ Financial Aid Work-Study Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## Section III - Employment Services & Payroll Use Only

Processed by Employment Services : \_\_\_\_\_ Date: \_\_\_\_\_ Processed by Payroll: \_\_\_\_\_ Date: \_\_\_\_\_

Action/Reason:   
 HIR/APT   
 HIR/CON   
 REH/REH   
 DTA/APT   
 PRC/SPC   
 Record Number: \_\_\_\_\_