



SAN DIEGO STATE  
UNIVERSITY

## San Diego State University Student Employment Authorization

Academic Year: \_\_\_\_\_

**Check One:**

- Student Assistant: 1870
- Work Study (FWS): 1871/ 1872
- Non-resident Alien: 1868
- Bridge: 1874
- Bridge (FWS): 1875/ 1876
- ISA: 1150/1151

Please print and complete information *using instructions from the reverse side*. All appropriate fields must be complete and accepted before the student can begin employment.

SECTION A – Student Information (please print)			HCM Empl ID Number:	
Last Name:	First Name:	Red ID Number:		
Student E-Mail Address:		Student Local or Cell Phone Number: (     )		
<b>Student: Complete the following information from your AidLink Award Summary:</b>				
FWS Earnings Limit:	Fall: \$	Spring: \$	Summer: \$	Total: \$

SECTION B – Department Information (please print)		
Department Name:	Dept ID:	Dept. Attendance Clerk:
Supervisor Name:	Supervisor Phone #:	Mail Code:
Effective Date:     /     /     (Date for all appointments/pay rate changes)		

SECTION C – Appointment (please print)			
HCM Position #:	Job Code:	Expected Appt. End Date:     /     /	Hourly Rate: \$
FWS Job Title:		FWS Job Number:	Standard Hours/Week:
<b>For Human Resources Only:</b> Employment Eligibility Verification – Student cannot begin work without verification.			<b>(Please Initial)</b> <input style="width: 40px; height: 15px;" type="text"/>

SECTION D – HCM Position Number Change (please print)			
<b>FROM:</b>	HCM Position #:	Job Code:	Empl. Record No.:
<b>TO:</b>	HCM Position #:	Job Code:	Expected Appt. End Date:
	FWS Job Title:	FWS Job No.:	Hourly Rate: \$
			Std. Hrs./Week:

SECTION E – Pay Rate Change (please print)			
HCM Position #:	Job Code:	Empl. Record No.:	New Hourly Rate: \$

SECTION F – Termination (please print)		
HCM Position #:	Job Code:	Empl. Record No.:
Last Date Worked:     /     /		Effective Date:     /     /

SECTION G - Signatures			
Authorizing Department Signature:	Date	Division Work Study Coordinator Signature (for FWS positions only)	Date
<b>X</b>		<b>X</b>	

**FOR STUDENT ASSISTANT EMPLOYMENT:** Student employees must return a copy of this form to the hiring department.

**FOR FWS EMPLOYMENT:** Student employees must submit this completed document to the Office of Financial Aid & Scholarships (OFAS) Room SSW 3605. Students cannot begin working until the OFAS has notified the FWS Division Coordinator.

HCM Keyed \_\_\_\_\_

## INSTRUCTIONS

These instructions are for the student employee and the hiring department. **DO NOT** use this form to appoint Graduate Assistants or Teaching Associates (contact the Center for Human Resources).

**Students applying for a Federal Work Study position** should also review and follow the instructions on AidLink (<http://www.sdsu.edu/financialaid>), by clicking on the AidLink button at top-left of web page. In AidLink select "view complete award" under Award Summary, and then click on "Federal Work Study."

### All New Student Employees

**Step 1** – Student and hiring departments complete **Sections A, B, C and G**.

- Section G Authorizing Department Signature is always required
- Section G Division Coordinator Signature is **only** required for Federal Work Study positions

**Step 2** – Student presents appropriate documentation (refer to Student Payroll Employment Eligibility Verification below) to The Center for Human Resources, Extended Studies Center, Room 406.

**Step 3** – The Center for Human Resources will verify the student's eligibility to work and initial Section C and provide student with a photocopy of the form.

**Step 4** – **Student Assistant** employees return photocopy of completed form to the hiring department and may begin working. The hiring department will keep a photocopy.

**Federal Work Study** employees return this completed form to The Office of Financial Aid and Scholarships (OFAS), Student Services West, Room 3605. The OFAS will notify the division coordinator when the student is eligible to begin working. OFAS will keep a photocopy of the SEA and the original will be sent to The Center for Human Resources.

The student will be notified if no longer eligible for FWS.

### Student Payroll Employment Eligibility Verification (for Step 2 and Step 3 above)

Federal law requires all employees to show proof of eligibility to work. From the items listed below, present the appropriate documentation to The Center for Human Resources, Extended Studies Center, Room 406.

- International Students must present an original Visa, passport, and I-20 or J-1.
- Permanent Resident Aliens must present a Permanent Resident card.
- All employees must present acceptable individual photo-identification such as an SDSU Red ID card **and** either a Driver's License or U.S. Passport.
- All employees must present their original Social Security card (no photocopies accepted) or proof of application for a Social Security number.

Paychecks are distributed in each department. See your department Coordinator for information on Pay Days and disbursement procedures.

### Change the Pay Rate of a Current Student Employee

**Step 1** **Student and hiring department** completes **Sections A, B, E and G**.

- Section G Authorizing Department Signature is always required
- Section G Division Coordinator Signature is **only** required for Federal Work Study positions

**Step 2** **Student Assistant** - Employee's supervisor should submit the completed form to The Center for Human Resources, Extended Studies Center, Room 406.

**Federal Work Study** - The division coordinator submits a revised Student Employment Authorization to the Office of Financial Aid and Scholarships, Student Services West, Room 3605 by the 15th of the month for the pay rate to be effective for the current pay period. The OFAS will forward the SEA to The Center for Human Resources once the student's pay rate has been updated.

### Extend a Current Appointment or Add a Concurrent Appointment in the Same Department

**Step 1** **Student and hiring department** complete **Sections A, B, C and G**.

- Section G Authorizing Department Signature is always required
- Section G Division Coordinator Signature is **only** required for Federal Work Study positions

**Step 2** **Student Assistant** – Employee's supervisor should submit the completed form to The Center for Human Resources, Extended Studies Center, Room 406.

**Federal Work Study**– Submit the completed form to The Office of Financial Aid and Scholarships, Student Services West, Room 3605.

**Student Assistant questions or assistance, please contact The Center for Human Resources at 594-5251.**

**Federal Work Study questions or assistance, please contact The Office of Financial Aid and Scholarships at 594-6323.**