

STUDENT EMPLOYMENT 2024-2025 GUIDELINES

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DIRECTORY

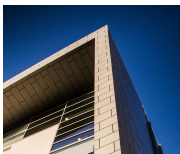
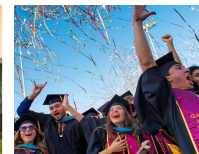
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CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS

Student Employment 2024-2025



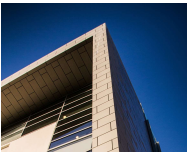
- Work Study Eligibility - Financial Aid
- Recruitment - Career Center
- Hiring Procedures - Human Resources
- Student Pay - Payroll



Student Employment Guidelines

New guidelines are effective for student employment positions starting 09/01/2024 that fall under the following conditions:

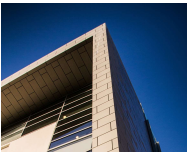
- New positions
- Continuing positions that require recruitment
- Federal Work Study Positions





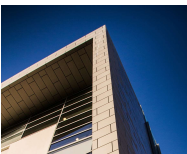
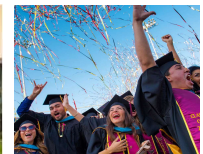
Federal Work Study Overview

- Changes to 2024-2025 Work Study
- What is Federal Work Study?
- Eligibility and Requirements
- Changes to Federal Work Study Processes
- Additional Information



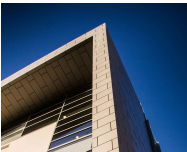
Changes to 2024-25 Work Study

- No letters being sent for both parties to sign (student and staff/faculty)
- LAEP has been sunset as of 23-24
- Continuing and incoming students include FWS in award packages
- Limited funds available for department use
 - Funds may not be able to be increased for students
- Shared Excel sheet to assist with tracking funds for each department
 - Assists in tracking funds and hours worked earlier than report
 - Allows me to update award amounts in real time
 - Timekeepers can update the sheet monthly as students submit timesheets



What is Federal Work Study?

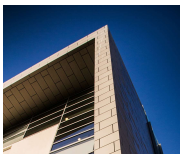
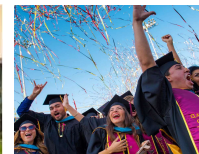
- Provides part-time employment to undergraduate and graduate students.
- Help meet students' costs of postsecondary education.
- Provides funds to employ students (on-campus or off-campus) who qualify for federal financial aid.



Student Eligibility and Requirements

STUDENT MUST:

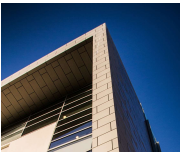
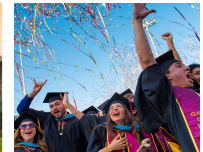
- Complete the FAFSA by May 2nd priority deadline (for 24-25)
- Accept their FWS award in My CSUDH Student Center within 30 days of receiving award notification
- Submit all required hiring documents (eHire, onboarding paperwork)
- Be enrolled at least half-time (6 units for Undergrad and Credential students and 4 units for Grad students)
- Meet SAP
- Not work more than 20 hours per week while classes are in session
 - During Spring Break and Summer, students can work 40 hours per week



Student Eligibility and Requirements

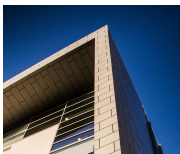
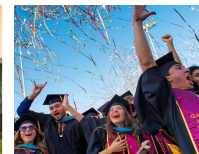
DEPARTMENTS MUST:

- Submit Position Descriptions to FA&S if position is newly created
- Complete hiring which may include posting in Handshake, interviewing, and notifying applicants
- Submit eHire/eFast forms to HR
- Provide training to and set expectation with FWS student
- Monitor student hours and earnings
- Submit timesheets by monthly deadlines



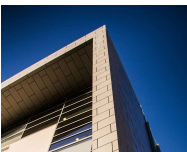
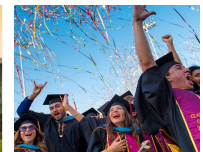
Student Employment Requirements

- Students in Federal Work Study cannot begin work until:
 - HR clears students to begin if submitting HR Hiring Packet
 - September 1st start date
 - FWS Notification has been sent to student email (HR is blind copied)
 - Verification complete (if students are selected)
 - SAP Appeal decisions are made (if applicable)



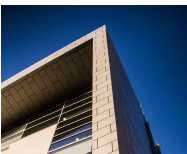
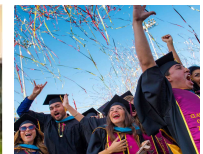
Department Rights

- Send requests for Federal Work Study student eligibility checks.
- Hire students any time between September 1st and week before Spring semester ends.
- Increase student wages.
- Decision to terminate student employment with department due to performance or exhausting of work study funds.
- Provide feedback to Human Resources or Financial Aid Work Programs Coordinator about processes for hiring or terminating students.



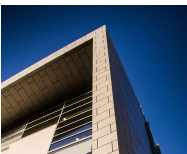
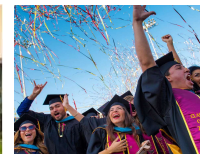
Department Responsibilities

- Submit a new position description for Federal Work Study for a job that does not yet exist.
- Complete all hiring documents (e-Hire form).
- Making sure that all students are cleared to begin working (FA and HR confirmation).
- Work with student to track hours worked and FWS funds used.
- Monitor student work study funds, including when student pay increases.
- Communicate any schedule changes within a reasonable time, including requests for time off in a timely manner.
- Communicate any changes to Timekeepers and Supervisors to Financial Aid and Human Resources.
- Switching student from FWS student to Student Assistant (e-Fast).
- Student timesheets are submitted in a timely manner to HR and Payroll.



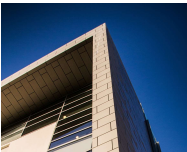
Position Description Requirements

- Name/classification of the position (e.g., laboratory assistant, teaching assistant, library assistant etc.);
- Department or office in which the student will be employed;
- Name of the student's supervisor;
- Beginning and ending dates;
- Purpose or role of the position within the organization;
- Duties and responsibilities associated with the position and how they relate to the purpose or role;



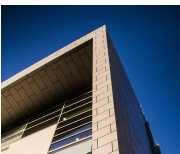
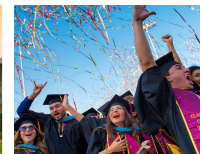
Position Description Requirements

- Rates of pay for the position;
- General qualifications for the position and the specific qualifications for the various levels or rates of pay associated with the position;
- Procedures for determining a student's rate of pay when a position has multiple rates; and
- Evaluation procedures and schedules, if applicable



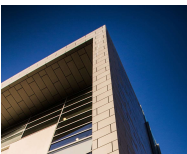
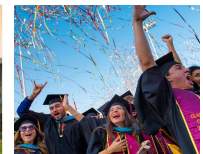
Work Study Award Notifications

- After eligibility checked, students and departments are emailed the Federal Work Study Award Notifications.
 - Provides next steps for students to follow, including accepting work study in their portal within 30 days.
- HR is also notified of students eligible for work study.



Additional Information

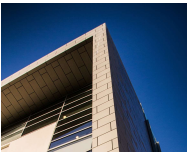
- FWS Tracker document available with FA&S (separate from the shared Excel sheet for Timekeepers).
- Student awards can change at any point in the year, which can affect work study amounts.
 - Middle Class Scholarship
 - External Scholarships
 - Additional grant funding
 - Cal Grant
 - Emergency funds





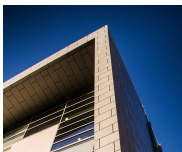
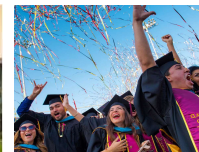
Recruitment-Handshake Introduction

- **Handshake:** is a job and internship site for CSUDH Students. Handshake offers access to full-time career positions, part-time jobs, internships, and on-campus work study and student assistant positions. Handshake also provides career event & workshop information and an employer directory.
 - Link: www.csudh.joinhandshake.com
 - If your student employment position requires recruitment, you will need to post your position onto **Handshake**.
- **For students:**
 - Handshake is also available via their mycsudh.edu portal YouTube Tutorial: <https://youtu.be/u96cj2V7Nf8>



Recruitment-Before Starting the Recruitment Process

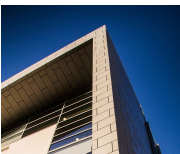
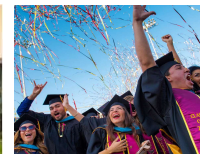
- Verify that you have a Handshake employer account and department profile to post your student employment PD
 - If you do not have an employer account or department profile, email Jennifer Henriquez (jhenriquez5@csudh.edu) to set up a profile.
 - A department website is required to establish a Handshake employer profile.
 - If you have a department profile, make sure to update your profile to include current contact and staff information.
 - Department profile owners can archive staff members that no longer work in the office, or you can contact Jennifer Henriquez (jhenriquez5@csudh.edu) to help archive staff members or change department ownership roles.



Recruitment-Before Starting the Recruitment Process

When you are ready to start your recruitment, keep these tips in mind:

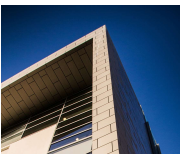
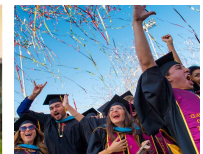
- Students have access to Handshake via their my.csudh.edu student portals and their access is linked to their login credentials.
- Handshake does not have to be your default application system. You can select “apply through external system,” which will redirect students to your preferred application system.
 - Posting your position on Handshake centralizes where students look for on-campus student employment positions and builds skills for post-graduation job searches.
 - Protects students from phishing attempts as students need to log onto Handshake with their student credentials to view available jobs and/or apply.



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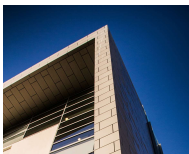
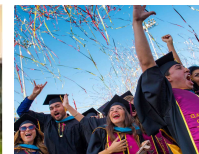
- You must select “On-Campus Student Employment” as the job type, so that your job appears in the correct filtered search.
- Selecting “Work Study” does not guarantee that you will only receive work study applicants; Handshake draws its information from PeopleSoft and work study is not automated in Peoplesoft.
 - Suggestion: Clearly Label Your Job Title as Federal Work Study (FWS) and indicate this in the job description section (Example: FWS Career Center Peer Mentor).
 - Contact: Jessica Loa for Work Study Questions.



Recruitment-Before Starting the Recruitment Process

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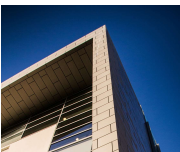
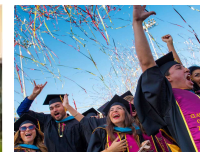
- If you've recruited on Handshake previously, we recommend that you duplicate your job ([How to Duplicate a Job Posting](#))
 - Those that use their applications as a hiring pool should open new applications yearly and clearly indicate in their Job Title and Job Description that this is a hiring pool (ex. FWS '24-'25 Career Center Peer Mentor Hiring Pool) and state that hiring occurs on an as needed basis in the job description.
 - TIP: Declining applicants prevents them re-applying which might narrow your hiring pool and discourage students from on-campus student employment despite their efforts to upskill.



Recruitment-Before Starting the Recruitment Process

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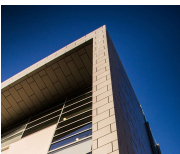
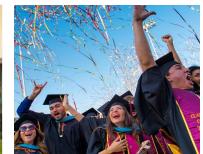
- Be creative when allowed
 - Specific job titles can help build appeal for your positions (ex. Federal Work Study Social Media Content Manager Student Assistant)
 - In the job description box, take advantage of paragraph functions to visually appeal to students (e.g., small/large font, bold/underline/italic font styles, bullet points, different colors)
- PDs should include:
 - Salary
 - Major Duties
 - Qualifications
 - Point of Contact for Questions



Recruitment-Before Starting the Recruitment Process

When you are ready to start your recruitment, keep these tips in mind:

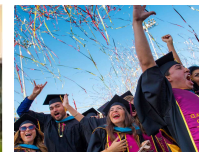
- When reviewing applications, be flexible in how you qualify candidates
 - On campus student employment is often a student's first foray into professional employment.
 - If underqualified, look for: major/minor matches, extracurricular, community, or volunteer experience, academic merits (courses and honors), or skills (software or languages).
 - Ask for sample of work (e.g., reels for Social Media, portfolios for Graphic Design positions).



Recruitment-During Your Recruitment

Once you've posted your position on Handshake for recruitment, consider the following to generate interest:

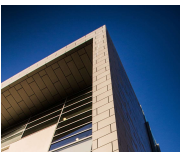
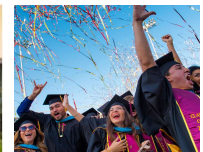
- Create a social media campaign to promote your position
 - Tag CSUDH partners (e.g. @csudh_careercenter), so they can reshare on their stories and feeds for their student audiences.
 - Canva provides free social media sized templates.
 - Choose appealing designs, readable fonts, color palates that do not obstruct from reading.
- Create flyers to post around campus (visit the LEAD office to have your flyers stamped for posting around campus).
- Create an advertisement to display on LSU TVs (<https://www.lsucsudh.org/tv-advertising/>).
- Share your flyer with departments with majors best suited for your position and include the Handshake job number for easy search for students (e.g., Federal Work Study Peer Mentor #1819720).
- Send flyers to the Career Center so we can add it to our bi-weekly newsletter we send to students (jhenriquez5@csudh.edu or careercenter@csudh.edu).



Recruitment-After Your Recruitment Ends

When your recruitment ends, keep these tips in mind:

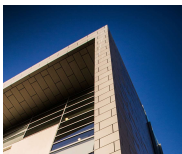
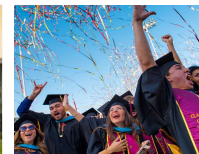
- Review your applications
 - If using the Handshake application system, Handshake will email you a bulk download of your applications.
 - Alternatively, you may download your applications individually or in a large single file.
- Contact your prospective student employee via their preferred communication channel and set up an interview.
 - **Handshake allows you to template your applicant status responses.**
 - **Set up custom messages for: Pending, Reviewed, Declined. ([Applicant Status Messaging Preferences](#)).**
 - Students actively complain about the lack of communication from departments.
- Once you've interviewed your prospective candidates and made your selections, you may start generating the hiring paperwork.
 - Selecting 'Hired' on Handshake does not generate any messaging or start the HR on-boarding; you **MUST** process your student through HR before they start working.



Recruitment

Handshake Recruitment Resources:

- How to Post a Position on Handshake: <https://support.joinhandshake.com/hc/en-us/articles/218693198>
- How to Duplicate a Job Posting: <https://support.joinhandshake.com/hc/en-us/articles/219132977>
- Managing Applicants on a Job Posting: <https://support.joinhandshake.com/hc/en-us/articles/115013307228-Managing-Applicants-on-a-Job-Posting>
- Managing Applicant Status: <https://support.joinhandshake.com/hc/en-us/articles/227951067-Managing-Applicant-Status>
- Applicant Status Messaging Preferences: <https://support.joinhandshake.com/hc/en-us/articles/360004424894-Applicant-Status-Messaging-Preferences>
- How Students Can Find Handshake and Search for Jobs Tutorial: <https://youtu.be/tC-vl7H1mOs>



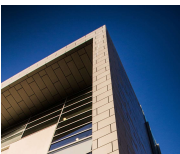
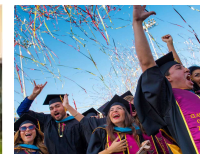


NEW Student Onboarding

1

GENERATE EHIRE AND POSITION DESCRIPTION

- Department/Division Academic Resource Manager or Liaison can assist with the creation of Ehire
- Ehire(s) must have a two week future date to provide the student(s) time to complete onboarding with the goal of this being fulfilled on or before their start date.

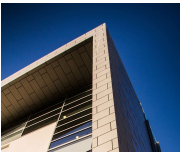


NEW Student Onboarding

PRESENT YOUR STUDENT(S) WITH THE EHIRE AND POSITION DESCRIPTION

- Please obtain a signature from the student at the bottom of their Position description. Digital or wet.
- Upload signed PD and Ehire to our HR student employment [drop box](#)

2



NEW Student Onboarding

3

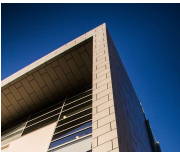
SEND 'READY TO HIRE' EMAIL

Please inform us by email of students who need onboarding

Email: hrstudentonboarding@csudh.edu

Please include:

- Name (s)
- Student ID(s)

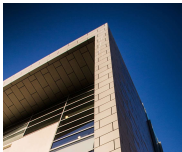


NEW Student Onboarding

HUMAN RESOURCES WILL NOTIFY THE DEPARTMENT WITHIN 48HRS ONCE THE STUDENT HAS BEEN CONTACTED WITH THE SIGN IN PACKET.

THE STUDENT WILL COMPLETE PACKET AND VISIT HR FOR SUBMISSION.

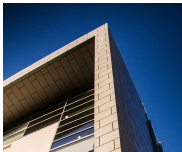
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NEW Student Onboarding

5

ONCE THE STUDENT HAS COMPLETED ONBOARDING, STUDENT AND DEPARTMENT WILL RECEIVE AN EMAIL STATING: 'ONBOARDING HAS BEEN COMPLETED AND THE STUDENT CAN BEGIN WORKING'.



NEW Student Onboarding

**STUDENT ASSISTANTS CAN NOT BEGIN WORKING
PRIOR TO COMPLETING ONBOARDING.**

THIS INCLUDES PAID TRAININGS.

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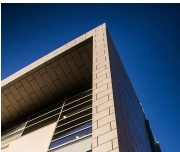


NEW Student Onboarding

7

HOW WILL I KNOW IF MY STUDENT NEEDS ONBOARDING ?

- STUDENT HAS NEVER HELD A STUDENT ASSISTANT POSITION/EMPLOYMENT AT CSUDH.
- STUDENT HAS A WORK BREAK OF TWO OR MORE YEARS
- SEND US AN EMAIL TO CONFIRM



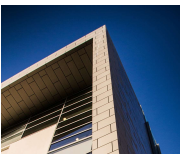
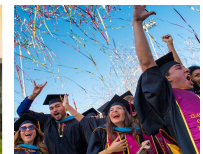
Returning Student Assistants

Returning Department:

- To return a student to work in their former department please upload an Ehire

Position Description:

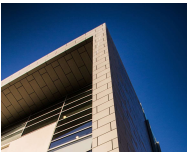
- **NO CHANGE TO DUTIES:** Position description is not required if duties remain the same. Student can begin working at their effective date. Clearance is not needed by HR.
- **CHANGES TO DUTIES:** If duties are changing, an updated position description is required with Ehire. Students cannot begin working immediately. Student will need to await clearance by HR before beginning work.



Returning Student Assistants

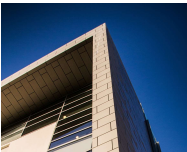
NEW Department:

- To return a former student assistant where the student will be NEW to the department, please upload an eHire AND a position description.
- Returning students hired into a NEW department cannot begin working immediately and must await HR clearance as the position description is reviewed for potential background check.



Student Employment Eligibility Requirements

- Students must be enrolled in at least 6.0 undergraduate units, **or** 4.0 graduate units to be eligible to work as a student assistant.
- International students must be enrolled full time, 12.0 undergraduate units **or** 8.0 graduate units.
- Students who do not fulfill enrollment requirements are not eligible to be hired as a student employee.
- Students must maintain good academic standing, 2.0 GPA.



Student Job Codes

1870 Student Assistant

- is registered, at minimum, as a half-time student at CSU in the current academic term
- Works under supervision and performs administrative, clerical, manual, skilled, or technical duties.
- may work up to, but not more than, 20 hours per week when school is in session.
- is exempt from FICA and DPA PST (Part-Time, Seasonal, Temporary Employee Retirement Program).
- does not have long-term, ongoing responsibilities.
- has a position that is secondary to academic and student.

1871 FWS Student Assistant

- is registered, at minimum, as a half-time student at CSU in the current academic term and has been notified of federal work study award
- Works under supervision and performs administrative, clerical, manual, skilled, or technical duties.
- may work up to, but not more than, 20 hours per week when school is in session.
- is exempt from FICA and DPA PST (Part-Time, Seasonal, Temporary Employee Retirement Program).

1872 FWS Off Campus Student Assistant

- is registered, as a full-time student at CSU in the current academic term and has been notified of federal work study award
- Works part-time in a job assignment off campus in a work study program under agreement with the campus.
- may work up to, but not more than, 20 hours per week when school is in session.
- is exempt from FICA and DPA PST (Part-Time, Seasonal, Temporary Employee Retirement Program).



Student Job Codes

1150 Instructional Student Assistant

- is registered, at minimum, as a half-time student at CSU in the current academic term
- Distinguished from other classifications by the nature of work performed such as: tutoring, grading, and/or instructing other students.
- may work up to, but not more than, 20 hours per week when school is in session.
- is exempt from FICA and DPA PST (Part-Time, Seasonal, Temporary Employee Retirement Program) during academic term.

1151 Instructional Student Assistant

- is registered, at minimum, as a half-time student at CSU in the current academic term and has been notified of federal work study award.
- Distinguished from other classifications by the nature of work performed such as: tutoring, grading, and/or instructing other students
- may work up to, but not more than, 20 hours per week when school is in session.
- is exempt from FICA and DPA PST (Part-Time, Seasonal, Temporary Employee Retirement Program) during academic term.

1152 FWS Off Campus Instructional Student Assistant

- is registered, at minimum, as a half-time student at CSU in the current academic term and has been notified of federal work study award.
- Distinguished from other classifications by the nature of work performed such as: tutoring, grading, and/or instructing other students
- may work up to, but not more than, 20 hours per week when school is in session.
- is exempt from FICA and DPA PST (Part-Time, Seasonal, Temporary Employee Retirement Program) during academic term.



Student Job Codes

1868 International Student Assistant

- is registered, as a full-time student at CSU in the current academic term
- Works under supervision and performs administrative, clerical, manual, skilled, or technical duties.
- may work up to, but not more than, 20 hours per week when school is in session.
- is exempt from FICA and DPA PST (Part-Time, Seasonal, Temporary Employee Retirement Program).

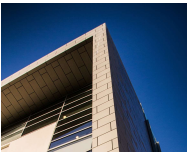
1874 Bridge Student Assistant

- Used for continuing students during academic breaks (summer)
- Can be used during academic terms when the current student employee falls below half-time.
- Does not qualify for FICA exemption.
- Required to participate in Medicare and Mandatory retirement plan in lieu of social security.
- May work up to, but not more than, 20 hours per week when school is in session.
- May work up to but no more than 40 hours per week during academic breaks.



Student Work Hours

- Students may work up to, but not more than, 20 hours per week when school is in session.
- During academic breaks (spring break, winter break) students may work up to but not more than 40 hours per week.



eHire

vs.

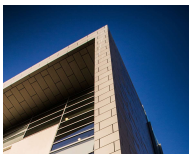
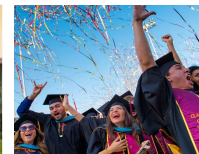
eFAST

- The eHire is used as a hiring document.
- The goal using this form is to HIRE and or RE-HIRE a former student employee.
- eHire is created in PeopleSoft.
- Who has access to create an Ehire?
 - Timekeepers
 - Academic Resource Managers
 - HR Liaisons
 - MPPs

- The eFAST for students is used specifically for changes or terminations of a student's current and active employment.
- The eFAST form is created in PeopleSoft
- The eFAST form is used for those who already exist and are currently active as a student employee in PeopleSoft.

Changes such as:

- Job code change
- Pay rate change
- Position number update
- Termination



eHire

FACULTY, ADMINISTRATOR & STAFF TRANSACTION FORM

California State University Dominguez Hills

Processed by: 203287461 on 08/19/2024

ACTION HIR - Hire

REASON APT - Appointment

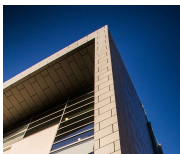
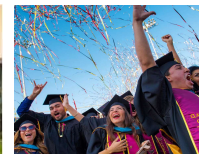
NAME Teddy Toro

Position Number: 00002424	Title: Student Assistant	Base Monthly Salary: 16.00
Emp Class: Student	Range and/or Step: 0	Job Code: 1870 - STDNT AST
Effective Date: 08/30/2024	Time Base: 1/2	Pay Plan: E08
End Date: 05/30/2025	Dept: H R - RECRUITMENT	Months Off:
Reports To:		
Funding: 38000 AADHT 601303 / 100%		
Comments: Hiring student for the AY ID#569817563		

_____ Dean/Director	_____ Date	_____ Vice President/Designee	_____ Date	_____ Budget Office	_____ Date
------------------------	---------------	----------------------------------	---------------	------------------------	---------------

Who needs to sign?

- Only the dean or director signature section is required.



FACULTY, ADMINISTRATOR & STAFF TRANSACTION FORM
 California State University Dominguez Hills
 Processed by: 203633820 on 03/08/2024

ACTION DTA - Data Change **REASON** APT - New Temp Appointment
NAME [REDACTED] **Employee ID** [REDACTED] **Record Number** 0

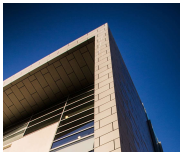
Old/Current Information		
Position Number: 00003944	Title: OFSYE Work Study	Base Monthly Salary: 17.00
Emp Class: Student	Range and/or Step: 0	Months Off:
Effective Date: 09/01/2023	Time Base: 1/2	Pay Plan: E08
End Date: 05/30/2024	Dept: OFC OF FIRST AND SECOND YR EXP	Job Code: 1871 - STRN ONCWS
Reports To: 00003822 - Interim Director, OFSYE		

New Information		
Position Number: 00003941	Title:	Base Monthly Salary:
Emp Class: Student	Range and/or Step: 0	Months Off:
Effective Date: 02/14/2024	Time Base:	Pay Plan:
FERP:	Dept: OFC OF FIRST AND SECOND YR EXP	Job Code: 1870 - STDNT AST
Last Day Wrkd:	Last Day on PR Status:	Expected End Date: 05/30/2024
Hours Docked:	Hours Paid for Last Day Worked:	Degree:
Days Docked:	FICE:	Grad Year:
CSU Unit: 216	Funding: 41012 ST001 601303 / 100%	
Reports To:		

Comments: Exhausted work study funds. Move to student assistant.

Who needs to sign?

- Only the dean or director signature section is required.



GRADUATING SENIORS

Graduating student assistants are allowed to work one additional term immediately following their graduation as a bridge (1874) student up until a day before the next academic term.

Graduating Fall 2024

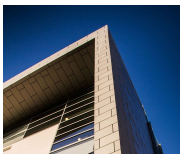
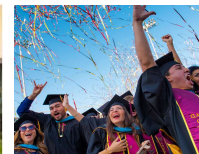
Last day to work December 19th 2024

Additional term begins January 2nd

Graduating Spring 2025

Last day to work May 21st 2025

Additional term begins June 2nd 2025

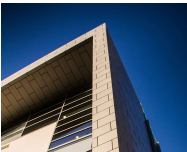


Salary Schedule

Effective January 1st, 2024, new minimum wage in California is \$16.00 per hour for the following job codes:

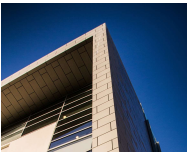
- 1870, 1871, 1872, 1874, and 1868

- Effective July 1st, 2024, the minimum wage for job code 1150,1151,1152 increased to \$17.86 per hour.



Let's review:

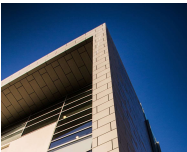
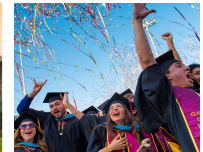
What are the eligibility requirements for a student to be eligible for employment ?



Let's review: Answer

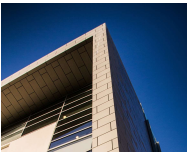
What are the eligibility requirements for a student to be eligible for employment ?

1. Must be enrolled in at least 6.0 undergraduate units or 4.0 graduate units.
2. International students must be enrolled full time, 12.0 undergraduate units or 8.0 graduate units.
3. Must maintain good academic standing, 2.0 GPA.



Let's review:

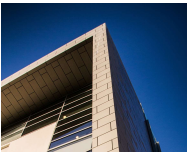
During the academic term, how many hours are students allowed to work per week?



Let's review: Answer

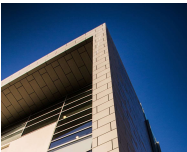
During the academic term, how many hours are students allowed to work per week?

20 hours per week



Let's review:

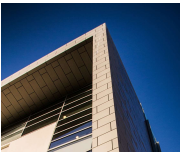
What must happen BEFORE the student can begin working?



Let's review: Answer

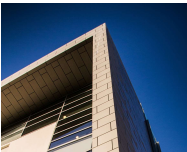
What must happen BEFORE the student can begin working?

- Student must complete onboarding **AND** must receive clearance from HR.
- To return a student to work in their former department:
 - with **no changes** to duties, department must submit an eHire to HR.
 - with ***changes*** to duties, department must include an updated position description with the eHire to HR **AND** must receive clearance from HR.



Let's review:

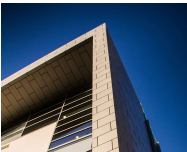
During academic breaks (spring break, winter break) how many hours are student allowed to work?



Let's review: Answer

During academic breaks (spring break, winter break) how many hours are student allowed to work?

40 hours per week





Quick Guide for Timekeepers

Payroll Services

Vivian Mendoza
Student Payroll Technician

Moises Kristich
Payroll Technician



The Role of the Timekeeper

1. Enter or Adjust Student Time

- Timekeepers can enter time on behalf of a student employee, or can adjust hours that the student enters.

2. Review Student Time For Accuracy

- Timekeepers should review entered time for accuracy against the printed timesheet. The manager signs the printed timesheet to verify time, and the timekeeper ensures that hours match.

3. Review Student Time For Breaks & Holiday

- Timekeepers should review entered time to check for any holidays or campus closures. Additionally, timekeepers should ensure students are not working more than 20 hours per week while school is in session and reporting breaks after 6 hours of work.

Approve Student Time

Timekeepers are responsible for approving reported time in timesheet. Time approvals must be completed by the 5th of the month.

Submit Payroll Queries

After the timekeepers reviews and approves time for their student employees, the timekeeper should run the payroll query report. Timekeepers may submit these monthly payroll reports to the Payroll Dropbox, however, this is not required.



Time Approval

The screenshot displays the MyCSUDH user interface. On the left is a 'LAUNCHPAD' with various icons. A red circle highlights the 'HR PRD' icon, with an arrow pointing to the 'Main Menu' dropdown. The 'Main Menu' is open, showing a search bar and a list of folders. 'Manager Self Service' is selected, opening a sub-menu where 'Time Management' is highlighted. This opens another sub-menu with 'Approve Time and Exceptions' and 'Report Time'. 'Approve Time and Exceptions' is selected, opening a final sub-menu with 'Reported Time'.

Navigation
Main Menu → Manager Self Service → Time Management → Approve Time and Exceptions → Reported Time



Approving Student Time

Approve Reported Time

Timesheet Summary

▼ **Employee Selection Criteria**

Description	Value
Group ID	<input type="text"/> 🔍
Empl ID	<input type="text"/> 🔍
Empl Rcd Nbr	<input type="text"/> 🔍
Last Name	<input type="text"/> 🔍
First Name	<input type="text"/> 🔍
Job Code	<input type="text"/> 🔍
Department	<input type="text"/> 🔍
Position Number	<input type="text"/> 🔍


[View Instructions](#) Show Schedule Information



View By: Date: [<< Previous Week](#) [Next Week >>](#)

- You'll only be able to view groups you have access to.
- All accessible employees will show on the bottom of the page.
- Select the employee needing approval.



View by Time Period

 Select for Instructions

View By: *Date:   Re

Reported Hours: Hours Scheduled Hours:

Day
Time Period
Week

1. Review time entered based upon the printed timesheet
2. Click/Select the boxes for the days to be approved based on the timesheet
3. Once you have selected time for the week then click Approve Selected
4. Use the Previous Week or Next Week or Next Employee to review/approve more hours for the month.
5. Or select Time Period to see entire time period on one page.



Calendars

CSUDH PAYROLL SERVICES

2024-2025 Fiscal Year Calendar
Academic Days: Fall 2024 (86) / Spring 2025 (85)

APPROVALS DUE BY THE 5TH OF EACH MONTH

July 2024						
Su	M	T	W	Th	F	Sa
	1D	2	3	4	+ 5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	# 22	# 23	24	25	26	27
28	29					

Start & Student Pay Period: Jul 01 - Jul 31 22 days

August 2024						
Su	M	T	W	Th	F	Sa
			31D	1	2	3
4	+ 5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	# 21	22	23	24
25	26	27	28	29		

Start & Student Pay Period: Aug 01 - Aug 31 22 days

September 2024						
Su	M	T	W	Th	F	Sa
						30D
1	2	3	4	+ 5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	# 20	21
22	23	24	25	26	27	28
29						

Start & Student Pay Period: Sep 01 - Sep 30 22 days

October 2024						
Su	M	T	W	Th	F	Sa
			1D	2	3	+ 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	# 21	# 22	23	24	25
26	27	28	29			

Start & Student Pay Period: Oct 01 - Oct 31 22 days

November 2024						
Su	M	T	W	Th	F	Sa
			31D	1	2	
3	4	+ 5	6	7	8	9
10	11	12	13	14	15	16
17	18	# 19	# 20	21	22	23
24	25	26	27	28	29	30

Start & Student Pay Period: Nov 01 - Nov 30 22 days

December 2024						
Su	M	T	W	Th	F	Sa
						31D
1	2D	3	4	+ 5	6	7
8	9	10	11	12	13	14
15	16	17	18	# 19	20	21
22	23	24	25	26	27	28
29	30					

Start & Student Pay Period: Dec 01 - Dec 31 15 days

January 2025						
Su	M	T	W	Th	F	Sa
			1	2D	3	4
5	+ 6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	# 22	23	24	25
26	27	28	29			

Start & Student Pay Period: Jan 01 - Jan 31 22 days

February 2025						
Su	M	T	W	Th	F	Sa
				31D	1	
2	3	4	+ 5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	# 20	21	22
23	24	25	26	27	28	29

Start & Student Pay Period: Feb 01 - Feb 28 28 days

March 2025						
Su	M	T	W	Th	F	Sa
						31D
1	2D	3	4	+ 5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	# 20	21
22	23	24	25	26	27	28
29	30					

Start & Student Pay Period: Mar 01 - Mar 31 22 days

April 2025						
Su	M	T	W	Th	F	Sa
			1D	2	3	+ 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	# 21	# 22	23	24	25
26	27	28	29			

Start & Student Pay Period: Apr 01 - Apr 30 22 days

May 2025						
Su	M	T	W	Th	F	Sa
						31D
1	2	3	4	+ 5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	# 20	21
22	23	24	25	26	27	28
29	30					

Start & Student Pay Period: May 01 - May 31 22 days

June 2025						
Su	M	T	W	Th	F	Sa
						30D
1	2D	3	4	+ 5	6	7
8	9	10	11	12	13	14
15	16	17	18	# 19	20	21
22	23	24	25	26	27	28
29						

Start & Student Pay Period: Jun 01 - Jun 30 21 days

Holiday Observances

- Thursday, July 4, 2024 Independence Day
- Monday, September 2, 2024 Labor Day
- Monday, November 11, 2024 Veterans Day
- Thursday, November 28, 2024 Thanksgiving Day
- Friday, November 29, 2024 Campus Closed
- Wednesday, December 18, 2024 Christmas Day
- Thursday, December 19, 2024 in Lieu of Christmas Day
- Friday, December 21, 2024
- Monday, December 29, 2024 in Lieu of Indigenous Peoples Day
- Wednesday, January 8, 2025 New Year's Day
- Monday, January 20, 2025 Martin Luther King Jr. Day
- Monday, March 31, 2025 Good Friday
- Monday, May 19, 2025 Memorial Day
- Thursday, June 19, 2025 Juneteenth Day

Academic Days

- Spring Recess
- Faculty (Shift) Payroll Days
- Hourly Interim Shift | Student Payroll
- Faculty (Shift) Direct Deposit Payroll Date
- Hourly Interim Shift | Student Hours Due
- Employment Approvals Due by End of Day
- Payroll (Cutoff) Approvals Due by 11am
- Campus Closed | Use personal leave credit

Campus Holidays

- in Lieu of University's Birthday
- in Lieu of Administrative Day
- in Lieu of Indigenous Peoples Day
- in Lieu of National Day
- in Lieu of University's Birthday
- in Lieu of Administrative Day
- in Lieu of National Day
- in Lieu of University's Birthday
- in Lieu of Administrative Day
- in Lieu of National Day

CSUDH FUTURE STUDENTS ACADEMICS CAMPUS LIFE STUDENT SUPPORT ABOUT

APPLY VISIT GIVE

HOME / HUMAN RESOURCES MANAGEMENT / CALENDARS

CALENDARS

ADA Accommodations Services

Benefits Services

Calendars

Career Opportunities

Classification & Compensation

Compliance & Policies

Contracts

CSU Executive Orders

Employment Services

Guidelines, Procedures and Forms

Payroll Services

Peoplesoft

Payroll Calendars

Stay informed and find employees' pay schedule, campus holidays, direct deposit schedules, and more resources listed below.

Payroll Calendars

The payroll calendars are managed by [Payroll Services](#). View the schedules for faculty and staff pay day, payroll cut off, and student pay.

View Payroll Calendar

View Prior Fiscal Year Payroll Calendar

Positive Pay

Positive attendance is the term for employees whose regular payroll warrants are issued after the close of the pay period which include: Students, Hourly, Overtime, and Shift Differential.

View Positive Pay Calendar

View Prior Fiscal Year Positive Pay Calendar

Ask Teddy

<https://www.csudh.edu/hr/calendars/>



Timesheet Approvals

Timesheet										
Select	Day	Date	Status	In	Out	In	Out	In	Out	Punch Total
<input type="checkbox"/>	Wed	8/2	Needs Approval	10:00:00AM	2:00:00PM					4.00
<input type="checkbox"/>	Thu	8/3	Needs Approval	10:00:00AM	2:00:00PM					4.00
<input type="checkbox"/>	Fri	8/4	Needs Approval	10:00:00AM	2:00:00PM					4.00
<input type="checkbox"/>	Sat	8/5	New							

Select All Deselect All **Approve Selected** Deny Selected

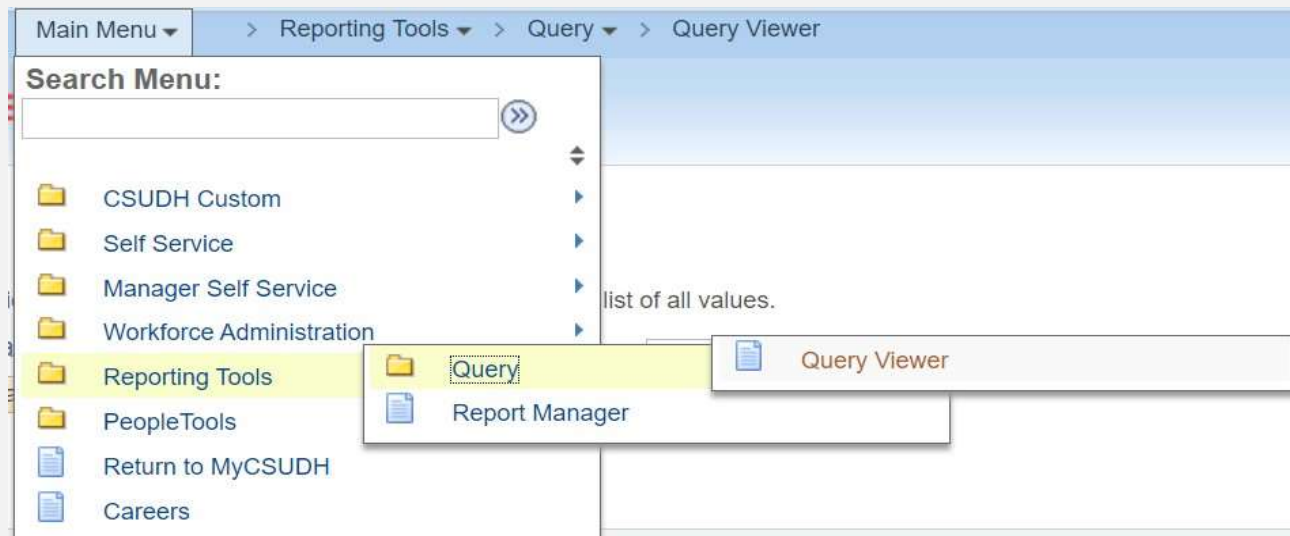
Submit Clear



Obtaining Query Reports

Navigation

Main Menu → Reporting Tools → Query → Query Viewer



Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

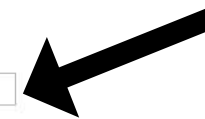
*Search By

Query Name

begins with

Search

Advanced Search



▼ My Favorite Queries				Personalize	Find	First	1 of 1	Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
DH_TL_RPTD_APPROVED_TIME	Reported Time - Approved	Public		HTML	Excel	XML	Schedule	Lookup References	-



- Enter: **DH_TL_RPTD_APPROVED_TIME** in Search field Save report to Favorites
- Run to Excel



Enter Pay Period Dates

DH_TL_RPTD_APPROVED_TIME - Reported Time - Approved

*From Date: 

*To Date: 

[View Results](#)

Row	CSU Unit	Name	ID	Empl Rcd#
-----	----------	------	----	-----------

1. Enter dates for pay period.
2. Review the document
3. Submit signed Query to Payroll Services



Query Report

Name of Student Employee		
230	0 1874	159.50
230	0 1874	152.00
230	0 1874	160.00
232	0 1874	83.00
232	1 1874	75.14
232	2 1874	107.69
232	1 1874	57.00
232	2 1874	67.17
232	1 1874	63.83
232	1 1874	89.50
232	1 1874	141.00
232	1 1874	71.00
232	1 1874	58.00
232	0 1870	44.00
232	2 1874	66.00
232	1 1874	57.00
232	2 1874	57.00
232	1 1874	77.44
232	1 1874	57.00
232	2 1874	62.50
232	1 1874	64.50
232	1 1874	42.00
232	0 1868	67.00
232	1 1874	110.28
232	1 1874	65.18
232	1 1874	131.00
232	1 1874	61.82
232	1 1874	167.00
232	0 1874	64.00
232	0 1870	63.00
232	0 1870	48.00
232	3 1874	136.00
232	2 1874	85.00
232	1 1874	62.90
232	1 1874	145.55
232	1 1874	76.00
232	1 1874	32.00
232	0 1874	60.83
232	0 1868	84.00
232	1 1874	166.00
232	1 1874	121.50
232	1 1874	65.00
232	1 1874	147.92
235	1 1874	79.00

8/2/23

Payroll Services Dropbox:

<https://www.dropbox.com/request/qVIE18RC3xhTWSIVfAXO>



Obtaining Student Timesheet

Printing Student Timesheet

MyCSUDH

Home Sign Out

STUDENTS APPLICANTS EMPLOYEES

My Personal Info

Student Worker

CSU Learn

View Paycheck

Report Time

Print Timesheet

Career Center

Scholarships

SOFTWARE LAUNCHPAD

SYSTEM NOTICES

System Status
All systems are operating normally.

Student & Faculty Center Maintenance
Event: Tuesday 10am to 12pm

MY OUTSTANDING PIELDS

View Details

Registration
You have no outstanding HES/DI

MY TO DO LIST

Processing Steps:

You'll have to go back to the home portal page.

1. Click on the "Home" link.
2. Click on "Student Worker".
3. Click "Print Timesheet".

MyCSUDH | portal

Report Time

Print Timesheet

Select the month (pay period) for the Timesheet you would like to print. Once you have selected a month, click on PRINT and the Timesheet for the selected month will display.

*Month 01 - January

*PRINT

*A Timesheet will be printed for each position.

CSUDH Payroll Website – Under Student Tab

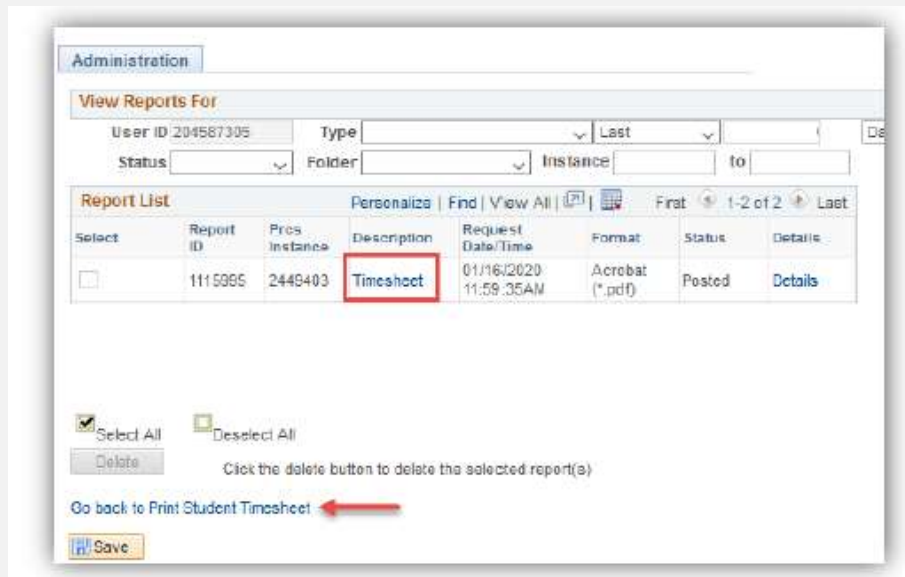
Time Reporting

- [Pay - Student Assistant Pay Voucher](#)
- [PeopleSoft Timesheet FAQs](#)
- [HCM 9.0 Business Process Guide – Entering & Printing Student Timesheet](#)

4. Select the appropriate month from the dropdown menu.
5. Click on the Print button.



Obtaining Student Timesheet (PDF)



Processing Steps:

6. Click Timesheet (below the description). Your Timesheet will open as a PDF document. Note: To reprint or return to the Print Timesheet page, select **Go Back to Print Student Timesheet**.



Student Pay Voucher

- Print, review, and sign your timesheet located on the lower left side.
- Present your timesheet to your immediate supervisor for signature.
- This process will be a reoccurring monthly task.
- Your designated timekeeper will approve all hours worked in the system.

California State University Dominguez Hills		STUDENT PAY VOUCHER 01-JAN-2019 To 28-FEB-2019													
		ID: [REDACTED]		Deptid: [REDACTED]		Unit: [REDACTED]									
DATE	DAY	IN	OUT	HOURS	IN	OUT	HOURS	IN	OUT	HOURS	TOTAL	PAY RATE	EMPCODE		
01-02-19	Wednesday	08:00	12:00	4.00	13:00	17:00	4.00				8.00	\$12.00	1870 Student Asst		
01-04-19	Friday	08:00	12:00	4.00	13:00	17:00	4.00				8.00	\$12.00	1870 Student Asst		
												Weekly Total:	16.00		
01-07-19	Monday	08:00	12:00	4.00	13:00	17:00	4.00				8.00	\$12.00	1870 Student Asst		
01-08-19	Tuesday	08:00	12:00	4.00	13:00	17:00	4.00				8.00	\$12.00	1870 Student Asst		
01-10-19	Thursday	08:00	12:00	4.00	13:00	17:00	4.00				8.00	\$12.00	1870 Student Asst		
01-11-19	Friday	08:00	12:00	4.00							4.00	\$12.00	1870 Student Asst		
												Weekly Total:	28.00		
01-14-19	Monday	08:00	12:00	4.00	13:00	17:00	4.00				8.00	\$12.00	1870 Student Asst		
01-15-19	Tuesday	08:00	12:00	4.00	13:00	17:00	4.00				8.00	\$12.00	1870 Student Asst		
01-16-19	Wednesday	08:00	12:00	4.00	13:00	17:00	4.00				8.00	\$12.00	1870 Student Asst		
01-17-19	Thursday	08:00	12:00	4.00	13:00	17:00	4.00				8.00	\$12.00	1870 Student Asst		
01-18-19	Friday	08:00	12:00	4.00	12:30	16:30	4.00				8.00	\$12.00	1870 Student Asst		
												Weekly Total:	40.00		
01-23-19	Wednesday	09:15	15:15	6.00							6.00	\$12.00	1870 Student Asst		
01-24-19	Thursday	13:00	17:00	4.00							4.00	\$12.00	1870 Student Asst		
01-25-19	Friday	08:00	12:00	4.00	13:00	17:00	4.00				8.00	\$12.00	1870 Student Asst		
												Weekly Total:	18.00		
01-28-19	Monday	08:00	14:00	6.00							6.00	\$12.00	1870 Student Asst		
01-30-19	Wednesday	08:00	14:00	6.00							6.00	\$12.00	1870 Student Asst		
01-31-19	Thursday	13:00	17:00	4.00							4.00	\$12.00	1870 Student Asst		
												Weekly Total:	16.00		
												Gross Earnings:	[REDACTED]	Total Hours:	118.00

I certify that I have worked the hours recorded on this voucher, I am a current student at CSUDH and my total hours at all CSUDH jobs combined does not exceed campus policy (20 hours per week) unless otherwise stated on my timesheet.

Form data authorized by CSUDH to create this report and verify that this correctly reflects the attendance for the student employee and pay period included.

EMPCODE

SIGNATURE OF EMPLOYEE	DATE	SUPERVISOR'S SIGNATURE	DATE	SUPERVISOR'S SIGNATURE	DATE
-----------------------	------	------------------------	------	------------------------	------



Student Pay Voucher Adjustment Form

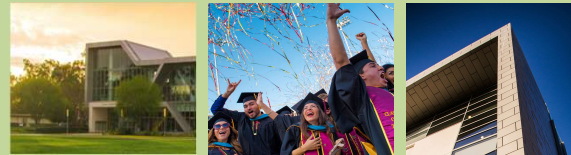
August 2023
08/02/2023-08/31/2023

Employee Name-Last, First, Middle Initial		Level		Class Title		Employee ID																					
Department Name		Total Hours		Hourly Pay Rate		Gross Earnings																					
* ENTER TIME IN & OUT FOR EACH DAY, ENTER A SPACE BETWEEN THE TIME & AMPM (e.g. 11:15 AM 4:15 PM)		* A SEPARATE VOUCHER MUST BE SUBMITTED FOR EACH DIFFERENT POSITION NUMBER				Social Security Number																					
Week of	SUNDAY			MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY			WEEKLY HOURS					
	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS						
08/02/23-08/06/23																								0.00			
	LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES					0.00						
			0.00			0.00			0.00			0.00			0.00			0.00			0.00			0.00			
08/06/23-08/12/23																								0.00			
	LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES					0.00						
			0.00			0.00			0.00			0.00			0.00			0.00			0.00			0.00			
08/13/23-08/19/23																								0.00			
	LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES					0.00						
			0.00			0.00			0.00			0.00			0.00			0.00			0.00			0.00			
08/20/23-08/26/23																								0.00			
	LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES					0.00						
			0.00			0.00			0.00			0.00			0.00			0.00			0.00			0.00			
08/27/23-08/31/23																								0.00			
	LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES			LUNCH/CLASSES					0.00						
			0.00			0.00			0.00			0.00			0.00			0.00			0.00			0.00			
I certify that I have worked the hours recorded on this voucher; I am a current student at CSUDH and my total hours at all CSUDH jobs combined does not exceed campus policy (20 hours per week) while classes are in session.																					TOTAL HOURS		0.00				
I am duly authorized by CSUDH to make this report and certify that this correctly reflects the attendance for the student employee and pay period indicated.																					*FA approval						
SIGNATURE OF EMPLOYEE							DATE							SUPERVISOR'S SIGNATURE							DATE						

CSUDH Payroll Website – Under Student Tab

Time Reporting

- [Pay - Student Assistant Pay Voucher](#)
- [PeopleSoft Timesheet FAQs](#)
- [HCM 9.0 Business Process Guide – Entering & Printing Student Timesheet](#)



Department Check Handlers

- Only assigned Authorized Personnel and/or back up can pick up student checks at Cashier's Office.
- Please make sure the Department Check Handlers are available on student pay days.
- Please coordinate with the Academic Resource Manager or HR Liaison in the event your department needs to update the Authorized Personnel for Department Check Handlers.

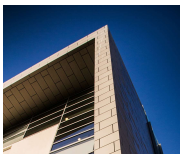
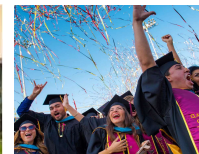
To: Cashier
From: Payroll
Submitted by: Chelsea May Elacion

Disposition of Warrants
08/14/2023
Student Payroll

Release Date: 8/15/2023

DEPT / CHECK HANDLER	EMPLOYEE	UNT	PAY PER	WARRANT NUMBER	ISSUE DATE	DEPT PICK UP	EE PICK UP	MAIL ADVANCE	SALARY TO PAYROLL	RELEASE OTHER
Payroll Services	Toro, Teddy		107	2023/08	1234567	8/15/2023	X			
Chelsea Elacion		1:515 Count								

Check Handler/Employee Signature: _____ Date: _____



CEC Registration & Direct Deposit

Effective November 1, 2023, the State Controller's Office (SCO) will no longer be accepting the hardcopy STD.699 Direct Deposit Enrollment Authorization forms for processing. Enrollment or changes to Direct Deposit will only be accepted through the SCO's secure portal.

Welcome

Earnings Summary

YTD Earnings

\$32,602.37 Gross Pay

\$8,156.60 Deductions

\$24,445.77 Net Pay

* Year To Date (YTD) totals may not match the YTD totals on your earnings statement or W2.

Your most recent earnings statements

Issue Date	Pay Period	Gross Pay	Net Pay
07/31/2024	07/24		
07/01/2024	06/24		
05/31/2024	05/24		

* The data provided is current as of the day it was posted. In some circumstances, your payroll may issue and not be released to you. Please contact your Human Resources Office if you have questions.

- Department: CSU, Dominguez Hills
- Agency code: 231

STATE OF CALIFORNIA STATEMENT OF EARNINGS AND DEDUCTIONS OFFICE OF STATE CONTROLLER

AGY/UNIT 253-149 PAY PERIOD 08/08 DIRECT DEP # 99-999999

TAX YEAR 08 ISSUE DATE 09/01/08 BANK TRANSIT 999999999

TAX STATUS FED S-00 STATE S-00

	GROSS PAY	TAXABLE GROSS	DEDUCTIONS	NET PAY
CURRENT	1683.69	1557.41	356.57	1327.12
YEAR-TO-DATE ¹	13566.48			

EARNINGS DAYS HOURS GROSS DEDUCTIONS AMOUNT

REGULAR 1683.60 FEDERAL TAX 168.61

Earnings Statement Number

Total Deduction

[Cal Employee Connect \(CEC\)](#)



Student Separations/Terminations

Requires 2 items:

1. eFast
2. Approved Timesheet

Payroll Services Dropbox:
<https://www.dropbox.com/request/qVIE18RC3xhTWSIVfAXO>

For inquiries, please contact
vmendoza@csudh.edu

Under CA law, employees who are discharged or have resigned with at least 72 hours notice must be paid all wages due at the time of separation. Employees who quit without giving prior notice must be paid within 72 hours.

California State University Dominguez Hills

STUDENT PAY VOUCHER
01-AUG-2023 To 31-AUG-2023

ID: Deptid: 27000 NBS DEAN'S OFFICE Unit: 731

DATE	DAY	IN	OUT	HOURS	IN	OUT	HOURS	IN	OUT	HOURS	TOTAL	PAY RATE	JOB CODE
08-02-23	Wednesday	09:00	12:00	3.00	13:00	17:00	4.00				7.00		1874 Bldg Sldst Asst
08-03-23	Thursday	09:00	12:00	3.00	13:00	17:00	4.00				7.00		1874 Bldg Sldst Asst
08-04-23	Friday	09:00	12:00	3.00	13:00	17:00	4.00				7.00		1874 Bldg Sldst Asst
													Weekly Total: 21.00
08-07-23	Monday	09:00	12:00	3.00	13:00	17:00	4.00				7.00		1874 Bldg Sldst Asst
													Weekly Total: 7.00

Gross Earnings: Total Hours: 28.00

I certify that I have worked the hours recorded on this voucher. I am a current student at CSUDH and my total hours at all CSUDH jobs combined does not exceed campus policy (20 hours per week) while classes are in session. I am duly authorized by CSUDH to make this report and certify that this correctly reflects my attendance for the student employee and pay period indicated. FA Approval

SIGNATURE OF EMPLOYEE DATE SUPERVISOR'S SIGNATURE DATE

This voucher is generated by CSUDH on 03-AUG-2023

FACULTY, ADMINISTRATOR & STAFF TRANSACTION FORM
California State University Dominguez Hills
Processed by: on 08/03/2023

ACTION TER - Termination REASON END - End Temporary Appointment
NAME Employee ID Record Number 1

Old/Current Information
 Position Number: 00001192 Title: Bldg Student Assistant Base Monthly Salary: _____
 Emp Class: Student Range and/or Step: 0 Months Off: _____
 Effective Date: 08/01/2023 Time Base: 1/2 Pay Plan: E08
 End Date: 08/18/2023 Dept: NBS DEAN'S OFFICE Job Code: 1874 - BRDG STDNT
 Reports To: _____

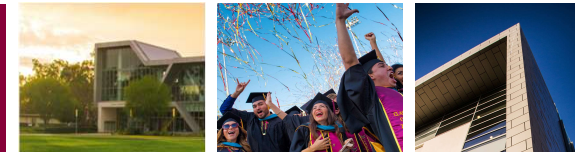
New Information
 Position Number: _____ Title: _____ Base Monthly Salary: _____
 Emp Class: _____ Range and/or Step: _____ Months Off: _____
 Effective Date: 08/08/2023 Time Base: _____ Pay Plan: _____
 FERP: _____ Dept: _____ Job Code: _____
 Last Day Wrkd: 08/07/2023 Last Day on PR Status: _____ Expected End Date: _____
 Hours Docked: _____ Hours Paid for Last Day Worked: _____ Degree: _____
 Days Docked: _____ FICE: _____ Grad Year: _____
 Reports To: _____

Comments: End temporary appointment.
 [Signature] 8/3/23
 Dean/Director Date Vice President/Designee Date Budget Office Date

PAYROLL/HR ONLY

Education Information (if applicable)
 License / / License / /
 Credential / / Credential / /

PIMS Information
 Probation Code: _____ Probation Date: _____ Retirement Code: _____
 Anniversary Date: _____
 Eligible for Benefits? YES NO Parking Deduction? YES NO
 Completed by: _____
 Academic Personnel Date Human Resources Date President Date



Contact Us

- **Handshake Recruitment**

- Jennifer Henriquez, Student Employment and Career Readiness Coordinator, Career Center
- jhenriquez5@csudh.edu

- **Federal Work Study**

- Jessica Loa, Federal Aid Work Programs Coordinator
- jessicaannloa@csudh.edu

- **Hiring Process**

- Lauren Lopez, Human Resources Data Analyst
- llopez298@csudh.edu
- Lola White, Employment Services Coordinator
- lwhite75@csudh.edu
- Gabriel Orozco, HR Student Assistant
- gorozco32@csudh.edu

- **Payroll**

- Vivian Mendoza, Student Payroll Technician
- vmendoza@csudh.edu

