California State University
Dominguez Hills

Human Resources Management

Student Employment

1. **Q: What documents do I need to provide Human Resources with in order to hire a student employee?**
   A: Prepare an eHire using HIR/APT as the action/reason. Please include the student ID number and level (I, II, III, IV) in the comments section. Effective September 2015, you will also be required to submit a Student Assistant Position Description.

2. **Q: Who is responsible for signing the eHire/eFast?**
   A: The hiring document should be signed by the Supervisor/Hiring Manager (the signature authority should remain the same as the Student Assistant Hiring Form).

3. **Q: What does a new student employee need to provide Human Resources with?**
   A: The student is required to complete a Sign-In Packet. Along with the packet he/she will need to visit Human Resources on or before the first day of employment for I-9 certification.

4. **Q: Who is responsible for certifying the I-9?**
   A: Effective immediately, all I-9's must be certified by Human Resources personnel only, the student must present original documents to establish eligibility for employment.

5. **Q: What documents do I need to provide if my student is terminating his/her employment?**
   A: Process an eFast using TER/END as the action/reason and attach the employee's timesheet. To ensure that the employee is paid in a timely manner, please deliver separation documents to Payroll Services, B478.

6. **Q: What do I need to provide if I want to give my student a merit salary increase?**
   A: Process an eFast using PAY/EQU as the action/reason and indicate the new hourly rate. Please include "Merit Salary Increase" in the comments section as well as the level (I, II, III, IV) if there is a change. You must attach the student evaluation form.

7. **Q: How do I process a pay line transfer if my work study student has exhausted his/her work study funds?**
   A: Process an eFast using DTA/APT as the action/reason and indicate the new position number. Please include "Exhausted Work Study Funds" in the comments section.

8. **Q: If my student employee is classified as an Instructional Student Assistant (1150/1151), does the hiring process change?**
   A: No – Prepare an eHire using HIR/APT as the action/reason. Please include the Student ID number in the comments section.

9. **Q: When are student employees subject to a Medicare deduction and a retirement deduction?**
   A: If a student does not meet the enrollment requirements during the academic year (6 units) or during the summer terms (3 units per term), the student is subject to a 1.6% Medicare deduction and 7.5% retirement deduction.