



Student Employment Authorization Form

Instructions: Please complete and submit this form to Human Resources. For more information, please visit the Student Employment website: <https://www.csum.edu/web/hr/student-employment> or contact Human Resources at 654.1137.

Section I – To be completed by student

Student ID #:		
First Name:	Middle Initial:	Last Name:

Section II – Emergency Contact (Primary) – To be completed by student

Name:	Relationship:	
Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	

Section III – Employment Information and Approvals - To be completed by hiring department

<input type="checkbox"/> New Hire Student (Never worked for Cal Maritime)				<input type="checkbox"/> Rehire Student	<input type="checkbox"/> Pay Increase*	<input type="checkbox"/> Job Code
Start Date:			End Date:			
Pay Level: <input type="checkbox"/> Level I <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Level IV					Hourly Rate:	
*All Pay Levels Must Be Approved by Human Resources						
Department Name:					Dept. ID:	
Job Code: (Check one)						
<input type="checkbox"/> 1868* International Student Assistant	<input type="checkbox"/> 1871** Federal Work Student Assistant	<input type="checkbox"/> 1880** Student Trainee LAEP On-Campus Work Study	<input type="checkbox"/> 1882*** Bridge Student Trainee LAEP On-Campus Work Study			
<input type="checkbox"/> 1870** Student Assistant	<input type="checkbox"/> 1874*** Bridge Student Assistant (Summer)	<input type="checkbox"/> 1881** Student Trainee LAEP Off-Campus Work Study	<input type="checkbox"/> 1883*** Bridge Student Trainee LAEP Off-Campus Work Study			
<p>*Must be enrolled in a minimum of 12 units **Must be enrolled in a minimum of 6 units and may not work over 20 hours per week *** May work up to 40 hours</p>						
*Did the student work in the same job/same department last semester? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, recruitment number not required)						
Student Job Title:		Recruitment #:		Is the student a graduating senior? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will student work with minors?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If answered yes to any of the four questions, an Accurate Background/DMV/Live Scan (fingerprinting) check may be required.		
Will student have direct cash handling duties?		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Will student have access to level 1 data? (https://www.csum.edu/web/it-security/data-classifications)		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Will student drive for work? (Ex. CSUM vehicle, forklift, golf cart or personal car)		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Rate Justification* (if applicable): For instructions on student pay rates and increase, please visit the student employment website.						
Is your department eligible for Federal Work Study? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Student's Supervisor:			Signature:		Date:	
Appropriate Administrator:			Signature:		Date:	
*Route Student Employment Authorization Form back to hiring department for additional processing.						

Section IV – Financial Aid Approval for Job Code 1871 (Federal Work Study Student Assistant)

Eligible for Federal Work Study? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount: _____
Approved by Director of Financial Aid: _____	Date: _____

Section V – Human Resources Use Only

Processed by Human Resources: _____		Date: _____	
Action Reason:	<input type="checkbox"/> HIR/APT <input type="checkbox"/> HIR/CON <input type="checkbox"/> REH/REH	Record Number: _____	