

Overview

This user’s guide provides the department Timekeeper step-by-step instruction on how the student new hire will complete the Online Form I-9 as well as other new hire paperwork required. Federal law mandates that all new employees must complete Section 1 of Form I-9 prior to or on his/her first day of work. New employees are required to submit to the Human Resources Department original documents verifying his/her identity within 3 days of hire.

Instructions for completing the Form I-9, as well as which documents are acceptable for identification at:

<http://www.uscis.gov/files/form/i-9.pdf> .

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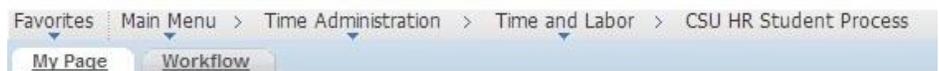
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HIRING A STUDENT

Student is offered position. **The student MUST be hired in PeopleSoft proactively.** The department hires the student using the CSU Student process page.

Example of New Student Hire:

Main Menu > Time Administration > Time and Labor > CSU HR Student Process



CSU Student Search

Student Employee Search

Student Administration

Work Study

Student Search Information (enter at least 1)

Empl ID ^① National ID

Last Name

First Name

^②

1. Enter the Students ID number.
2. Click "Student Employee Search".

ADD STUDENT JOB (New Employee)

If student has NEVER been employed, enter a NEW record for them.

If the student has previously been employed, select the first **INACTIVE** record to rehire student. (REH/REH) whether it is a record from your department or not.

Student **WILL NOT be allowed to work** until all hiring paperwork, including Form I-9, is **complete**.

1. Enter the Effective Date (**FIRST DAY OF ACTUAL WORK**).
2. Action will be **HIR** for "Hire. Reason will be **PT** for "Appoint or **CON** for "Concurrent", (Student has other **ACTIVE** student assistant position).
3. Position number. Click on magnifying glass, pull down tab for "**Department**", enter your department number. A list of job codes will appear. Be sure to select correct job code for your department.

Job Code. *See list page next page. The Job Code will populate from the Position Number you selected in Step #3.

4. Hourly Rate. Enter Student's hourly rate of pay.
5. Standard Hours. Should be 20 hours (Semester) or 40 (Summer).
6. Expected End Date. Use last day of academic year.

Click "Save".



Student Job Summary

Empl ID 108000000 Birthdate 05/16 National ID ***-**- 0000

Name Mary Smith

New Search

Previous Search Results

Add Student Job 

Student **Future Job

Customize | Find | View All | First 1 of 1 Last

Student Current Job

Customize | Find | View All | First 1 of 1 Last



Add Student Job

Empl ID 108000000 Nbr 1 Mary Smith

Student Job Information	
Payroll Status	Active
*Effective Date	07/31/2013  1 Effective Seq# 0
*Action/Reason	HIR APT  2
*Position Number	 3
Department	
Job Code	
Sal Plan	Grade
*Hourly Rate 4	8.000000 *Standard Hours 5 20.00
Expected End DT	05/31/2014  6 Work Study Item Type <input type="text"/> <input type="button" value="Select"/>
PPT Run Date	07/31/2013 
Empl History Remark	<input type="text"/>
PPT Processing Comments	<input type="text"/>

Save 

Cancel

NOTE: Work Study student in last example.

Must enter "Work Study Item Type".

ADD STUDENT JOB (Previous Employee with No Break in Service)

If the student is currently employed, and is changing job codes (1870 to 1874 or 1874 to 1870), select the ACTIVE record for your department. Use codes (DTA/APT) to update the student's job code during transitions from Spring to Summer or Summer to Fall.

1. Enter the Effective Date as the **FIRST DAY OF THE PAY PERIOD**.
2. Action will be **DTA** for "Data".
3. Reason will be **APT** for "Renew Appointment".
4. Position number. Click on magnifying glass, pull down tab for "Department", enter your department number. A list of job codes will appear. Be sure to select correct job code for your department. Job Code. *See list page next page. The Job Code will populate from the Position Number selected in Step #3.

5. Hourly Rate. Enter Student's hourly rate of pay.
6. Standard Hours. Should be 20 hours (Semester) or 40 (Summer).
7. Expected End Date. Use the LAST day of the pay period

Click "Save".

Student Job Summary

Empl ID 101000000 Birthdate 05/03 National ID ***-**-0101

Name Rebecca Smith

Student **Future Job Personalize Find View All First 1 of 1 Last

Student Current Job												Personalize	Find	View All	First	1 of 1	Last
Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Std Hours	FTE	Add Row	Correct	Job History	Time Rpt			
0	07/01/2014	1	00470961	60470	1874	Active	DTA	CNV	40.00	1.000000	<input type="button" value="Add Row"/>	<input type="button" value="Correct"/>	<input type="button" value="Job History"/>	<input type="button" value="Time Rpt"/>			

Add Row

Empl ID 101000000 Nbr 0 Rebecca Smith

Student Job Information

Payroll Status Active

*Effective Date Effective Seq# 0

*Action/Reason

*Position Number Student Assistant

Department 60470 VP Of Student Affairs

Job Code 1870 Student Asst

Sal Plan E08 Grade

*Hourly Rate Standard Hours

Expected End DT

ADD STUDENT JOB (Previous Employee with Break in Service)

If the student has previously been employed, select the first **INACTIVE** record to rehire student. (REH/REH) whether it is a record from your department or not. Student **WILL NOT be allowed to work** until all hiring paperwork, including Form I-9, is complete.

1. Enter the Effective Date (**First day of work**).
2. Action will be **REH** for "Rehire".
3. Reason will be **REH** for "Rehire".
4. Position number. Click on magnifying glass, pull down tab for "Department", enter your department number. A list of job codes will appear. Be sure to select correct job code for your department.
Job Code. *See list page next page. The Job Code will populate from the Position Number selected in Step #3.
5. Hourly Rate. Enter Student's hourly rate of pay.
6. Standard Hours. Should be 20 hours (Semester) or 40 (Summer).
7. Expected End Date. Use last day of academic year.

Click "Save".

FRESNO STATE
Discovery Diversity Distinction

Favorites | Main Menu > Workforce Administration > CSU Workforce Admin Process > CSU HR Student Process

Student Job Summary

Empl ID 108000000 Birthdate 02/16 National ID ***-**-1234
Name Robert Smith

[New Search](#) [Previous Search Results](#) [Add Student Concurrent Job](#)

Student **Future Job Customize | Find | View All | | First 1 of 1 Last

Student Current Job													Customize	Find	View All			First	1 of 1	Last
Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Std Hours	FTE	Add Row	Correct	Job History	Time Rpt						
0	09/14/2009	0	00435906	45435	1870	Terminated	TER	END	20.00	0.500000	Add Row	Correct	Job History	Time Rpt						

CSU Security Library: Learn More

Favorites | Main Menu > Workforce Administration > CSU Workforce Admin Process > CSU HR Student Process

Add Row

Empl ID 108000000 Nbr 0 Robert Smith

Student Job Information

Payroll Status Terminated

*Effective Date ① Effective Seq# 0

*Action/Reason ② ③

*Position Number ④ Student Assistant
Department 45435 Human Resources
Job Code 1870 Student Asst

Sal Plan E08 Grade

*Hourly Rate ⑤ *Standard Hours ⑥

Expected End DT ⑦

[Save](#) [Cancel](#)

ADD STUDENT JOB (WORK STUDY)

NOTE: Must enter "Work Study Item Type".

Favorites Main Menu > Time Administration > Time Entry > CSU HR Student Process

My Page Workflow

WORK STUDY EXAMPLE

Add Student Job

Empl ID: Nbr 0 Matthew

Student Job	
Payroll Status	Active
*Effective Date	10/01/2012 <input type="text"/> Effective Seq# 0
*Action/Reason	HIR <input type="text"/> APT <input type="text"/>
*Position Number	00435975 <input type="text"/> Student Trainee, On-Campus Wor
Department	45435 Human Resources
Job Code	1871 Stdnt Trainee On-Cmps WS
Sal Plan	E08 Grade
*Hourly Rate	<input type="text"/> 8.750000 *Standard Hours <input type="text"/> 20.00
Expected End DT	05/31/2013 <input type="text"/> Work Study Item Type <input type="text"/> <input type="button" value="Select"/>

STUDENT HIRE ACTION/REASON CODES

Displayed are **ACTION CODES** used for Student Employees.

The Action Codes should be used as follows:

DTA = DATA Change

Used to transition existing appointment from 1870 to 1874 OR 1874 to 1870 job code

HIR = HIRE a NEW employee

No existing employment record or adding an additional employment record

PAY = Change PAY Rate

Used to give student employee a pay increase.

REH = REHIRE

Used to rehire employee from a record that shows Terminated.

TER = TERMINATE

Used to terminate student's employment.

Displayed are **REASON CODES** used for Student Employees:

APT = APPOINTMENT

Used for transitioning existing employees to a new job code or appointing new employees

CON = CONCURRENT

Used for employee with 2 or more ACTIVE records

REH = REHIRE

Used for rehiring previous employees

SPC = STUDENT PAY RATE CHANGE

Used to increase student pay

END = END APPOINTMENT

Used to terminate employment record

Look Up *Action/Reason

Search by: Action begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

View 100 First 1-6 of 6 Last

Action	Reason Code	
DTA		DATA
HIR		HIRE
PAY		PAY
POS		
REH		REHIRE
TER		TERMINATE

Action	Reason Code	
DTA	APT	Data Change Transition Appointment

Action	Reason Code	
HIR	APT	Appointment
HIR	CON	Concurrent

Action	Reason Code	
REH	REH	Rehire

Action	Reason Code	
PAY	SPC	Student Pay Rate Change

Action	Reason Code	
TER	END	End Appt

TYPES OF STUDENT EMPLOYMENT

Displayed is a list of Job Codes for Student Employees.

TYPES OF STUDENT EMPLOYMENT

Campus Employment (CE)

Class Code 1870 & Class Code 1868 (Non-resident Alien)

- The Campus Employment Program is a university-funded program that enables undergraduate and graduate students to work part-time, on-campus jobs regardless of financial need. To qualify for CE, students must be enrolled in a degree-granting program, carry the required amount of units, be eligible to work in the United States, and be in good judicial standing.

Federal Work-Study (FWS)

Class Code 1871(Off-Campus) & Class Code 1872 (On-Campus)

- The Federal Work-Study program is a government-sponsored program that enables students to work part-time to help meet the cost of their education. Jobs may be located on or off campus. In order to be hired through this program, FWS recipients must have financial need as determined by the Financial Aid Office.

Bridge Student Assistant (BSA)

Class Code 1874

- Bridge Student Assistants are students not enrolled in **summer session** and are employed, working more than 20 hours per week during the months of **June** and **July**.

ONLINE FORM I-9 PROCESS

Once you "Save" from the Add Student Job screen, an email will be sent to the student's Fresno State email. The email contains links for the student to follow to complete their Online Form I-9, as well as other new hire paperwork. The student will have access to their online Form I-9 after batch processing, which occurs twice daily. They will also have access to the online Form I-9 through their Employee Self Service Tab.

The email shown displays what the student employee will receive.

1. The email shown contains links for the student to follow.
2. The student employee must provide **ORIGINAL DOCUMENTS** to verify his/her identity and/or employment eligibility.
3. The student employee must also provide his/her **ORIGINAL SOCIAL SECURITY CARD** in order the State Controller's office to pay him/her.

NOTE: Students **WILL NOT** be allowed to work or enter time worked until their hiring paperwork, including Form I-9, is complete. We **cannot** accept copies, faxes, or laminated documents. Any document requiring a signature must be signed.

WELCOME TO FRESNO STATE!

Congratulations on your appointment as a student assistant! In order to be paid in a timely manner and meet federal and state legal requirements, please complete the following steps:

- 1) Complete the online Form I-9 **on or before** 1st day of work:
(<https://wsx.fresnostate.edu/x/?k=i9>)
- The link will activate within 24 hours from hire.
 - 2) Within 3 days of completing the Form I-9, please go directly to the Human Resources Department, located at the Joyal Administration Building, Room 211.
- * A signed original Social Security Card is required for the State Controller's Office/Student Payroll Action Request Form.
- 3) * Please see Page #9 for Form I-9 "List of Acceptable Documents" for information on appropriate forms of identification
(<http://www.fresnostate.edu/adminserv/hr/payroll/images/I-9%20required%20docs.jpg>)
- **Do NOT** print Form I-9. It should be completed through Employee Self Service tab of your MyFresnoState portal (see Step #1).

The following Student Assistant forms must also be completed:
(<http://www.fresnostate.edu/adminserv/hr/payroll/forms/index.html>)

Thank you,

Wesley R. Scheibly
Payroll Manager

The link to the online Form I-9 will display the following:

1. Social Security Home
2. Address: If student's home address is **not** correct, the student must go back to Employee Self Service and update address before completing the Form I-9.
3. Maiden Name: If student has a Maiden Name, she must enter it here. (Last name PRIOR to marriage).
4. Citizenship & Employment Authorization: Check the appropriate response.
NOTE: If Student is a lawful Permanent Resident or an alien authorized to work, he/she **must** enter his/her identification number in the box provided to the right.
5. **DO NOT USE, EXCEPT:** If student is a minor **WITHOUT** identification and/or Special Placement and **DOES NOT** have the required documentation for section 1, he/she will fill out this section.
6. Once the form is complete, student will read the Disclaimer, and click "Accept". This will submit the Form I-9 to the Human Resources Department.

Note: If student has difficulty logging in, contact Human Resources at 559-278-2032.

MY FRESNO STATE

Favorites | Main Menu | Employee Self Service > Complete and Submit I-9 Form

My Page | Workflow

I-9 Form Employee Information and Verification

Mary Smith ① Social Security #: 616-16-1616
Date of Birth: 11/19/1990

You must complete the Employment Eligibility Verification form (I-9) by the end of your first day of work. Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

To op instructions in a separate browser window, click [I-9 Instructions](#)

Home Address

1040 9th St ② [Update Home Address](#)
Fresno, CA 93740

Maiden Name

Maiden Name: (Last, First) ③

Citizenship and Employment Authorization

I attest, under penalty of perjury, that I am (select one of the following):

④ A citizen of the United States
 A noncitizen national of the United States
 A lawful Permanent Resident (Alien #) A
 An alien authorized to work (A # or Admission #)
until (expiration date, if applicable --month/day/year)

Minor and Special Placement Details

⑤ If a parent or legal guardian of a minor (individual under age 18) OR a representative or a legal guardian of a person who meets the Special Placement criteria, as defined by the INS, completes this form, please select the following as they apply.

Special Placement Employee unable to present a List A or List B document
 Minor unable to present a List A or List B document
 Prepared and/or translated by a person other than the Employee

⑥ [Accept](#) I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this

CHANGE REPORTS TO

When entering the student new hire into PeopleSoft, the “Reports To” manager will automatically default to one Department Chair or MPP per department. The “Reports to” may be changed to the specific MPP or Department Chair supervising the student for final approval of time. This is manually entered by the department timekeeper, as displayed below.

Main Menu > Time >
Reports to Maintenance.

1. Search by Department Number.
2. Find Employee you wish to change “Reports To” for.
3. Enter the “Effective Date”.
4. Search for the “Reports To Position Number” using the magnifying glass icon in the row of the employee you wish to make the change for.
5. Search by Last Name or department. When you locate the new “Reports To”, click on their name.
6. Click “Save”.

NOTE: HR will review and process accordingly. The update will be made to either Position management and job data (if 1 incumbent) or job data only for multiple incumbents.

Favorites | Main Menu > Workforce Administration > Fresno HCM > Reports To Maintenance

Reports To Maintenance 45436 - Institutional Compliance

Show: All Faculty Management Staff TA/GA Student

Emp ID	Name	Emp Rcd#	Position Number	Position Description	Effective Date	Reports To Position Number	Reports To
108734164	Smith, Sally	0	00004506	Administrator I		00002024	Brase, Linda J

Save Return to Search

CHANGE CHARTFIELDS

When entering the student new hire into PeopleSoft, the Chartfield will default by job code. The Chartfield will default to the last used Chartfield each pay period. Should the Chartfield need to be changed, or split funding need to be added, the Timekeeper may manually change the Chartfield as outlined below.

Main Menu > Time Administration > Time and Labor > Distribution Review and Update

1. Search by department number.
2. The Account Code Maintenance screen will display. (Example 1- Full Screen, Example 2- View of fields to change.)
3. Enter effective date of change. Enter Chartfield code in "Combination Code 1" field. If you are splitting funding, you may enter 2nd Chartfield code in "Combination Code 2" field, and charge to Chartfields by percentages.
4. Click "Save".

Distribution Review Update

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

Find an Existing Value

Limit the number of results to (up to 300):

SetID: = 

Department: begins with  

Description: begins with

Company: begins with

Location SetID: begins with 

Location Code: begins with 

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Find

Account Code Maintenance

Account Code Maintenance 45435 - Human Resources

Show: All Non-Student Student

Empid ID	Name	Empid Inst	Job Code	Position Number	Resrch Rate	Percent Distribution	Effective Date	Combination Code 1	Inst Ext 1	Combination Code 2	Inst Ext 2
0 1870			00435906		\$9.250000	100%	90000-45435-00000-601981	<input type="text"/>		<input type="text"/>	
0 1870			00435906		\$9.250000	100%	90000-45435-00000-601981	<input type="text"/>		<input type="text"/>	
0 1870			00435906		\$9.250000	100%	90000-45435-00000-601981	<input type="text"/>		<input type="text"/>	