# Department Student Employee Preparation Checklist

This form is to be utilized by hiring managers/supervisors to ensure all steps of the student employee hiring process are followed.

*Please note that students cannot begin work until the hiring department has received an approval e- mail notification from Payroll*

## Prior to First Day of Work

**Conditional Offer**
☐ After the interview/selection process, a conditional offer must be made to the candidate. The offer is conditional due to the need to ensure eligibility for the following reasons:
- o Meet academic standing (if applicable)
- o Background check clearance (if necessary)
- o Financial Aid approval (if a Federal Work Study student)

**Confidentiality**
☐ Review confidentiality issues related to this job(in preparation for training student employee)

**Background Check**
☐ Answer the questions as Yes/No below as they relate to the job requirements of this position.

In this role, will the student:
1. Serve as a sworn University Police Officer, cadet, or dispatcher?
2. Have regular or direct contact with minor children, including at CSUF-hosted camps?
3. Have access to stored criminal offender information?
4. Have access to patients, drugs or medications?
5. Be responsible for the care, safety and security of people, animals and/or CSUF property?
6. Have authority to commit financial resources of CSUF through contracts greater than $10,000?
7. Have access to or control over cash, checks, credit cards or credit card information?
8. Have access to or possession of building master or sub-master keys?
9. Have access to hazardous or controlled substances?
10. Have access to or responsibility for Level 1 data or other protected, private or sensitive information? (Level 1 data is "Confidential Information" that include but are not limited to: PINs (Personal Information Numbers), tax IDs with name, Social Security Number and name, health insurance information, biometric information, criminal background check results, electronic or digitized signatures, and private keys)
11. Sensitive position? (Sensitive Positions are designated by the CSU requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, or property, or heightened risk of financial loss. A sensitive position if you have access to: Social Security Numbers (SSN), employment data, specialized equipment, contact with minors, student records, cash, master keys, health records, pharmaceuticals, vehicles, specialized machinery, hazardous materials or other sensitive data.)
12. Control over campus business processes, through either financial roles or security access?

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13. Operate vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness or death?

☐ If the answer to any of these questions is yes, a background check is required for the student. To initiate a background check utilize the HRDI Background Check Portal. Access the portal by visiting the HRDI website➜Employment Services➜Recruitment➜Background Check Request. Enter the student employee's information, and answer questions regarding the position (All student employment background checks are required to be entered into this HRDI Background Check Portal).

☐ If a Livescan is necessary, send the student with the Livescan form to the University Police Department

☐ HRDI must send clearance for each background check before the hire is entered into the CMS

**CMS**

☐ Enter student/position information into the CMS

☐ Print out confirmation ticket

☐ Be sure to check that the number of units the student is enrolled in currently, correlates to the job code utilized for the hire

☐ Acquire Department Head signature for approval

☐ Send ticket over to Financial Aid, if student is a Federal Work Study student

**Payroll**

☐ Send confirmation ticket to Payroll or Financial Aid (if they are a Federal Work Study student)

☐ If the student has never worked on-campus, or has not worked on-campus in the last 12 months, send them to Payroll to sign all paperwork

☐ Payroll will inform student of when they will get paid

☐ Payroll will send a confirmation e-mail that student is ready to work after receiving the confirmation ticket and completing hire paperwork with the student (if they are a new hire).

☐ If the student is a rehire, the department can check their Student Worker Job Roster in the CMS to see if Payroll has given approval and finalized the rehire. To access the roster please navigate to CSUF HR > HR Inquire > Student Worker Job Roster in the CMS.  Under the Payroll Approved column, please check to see if the student has a yes (if this is a Federal Work-Study student rehire, ensure the Financial Aid Approved column also states yes).

☐ If this is a Federal Work Study student, Financial Aid must approve hiring the student, and Payroll will give a final approval before the student may work (two-step approval process).