

CAL POLY POMONA (ACADEMIC YEAR 2025-2026)

INSTRUCTIONAL STUDENT ASSISTANT APPOINTMENT OFFER

This form is to be used for the appointment of Instructional Student Assistants (1151 and 1153) ONLY. ISA/FWS

ISAs provide grading, tutoring or instruction to the other CSU students for 50% or more of their work time. ISAs are part of a Collective Bargaining Unit, represented by the UAW (Unit 11). The terms and conditions of the appointment are covered by the Collective Bargaining Agreement between the CSU and the UAW. ISA union members will automatically have union membership dues deducted from their pay. For information on the agreement, including benefits, please refer to the website: <http://www.cpp.edu/~faculty-affairs/>. The union website and contact information for Local 4123 is <http://www.uaw4123.org>. Information concerning the California Loyalty Oath can be found at <http://www.calstate.edu/hr/employee-relations/>.

Department Instructions: 1) *Check Academic Eligibility in Tableau, 2) Select if Background Check is required, 3) Complete Hire form Accurately, 4) Obtain Students Signature, 5) Obtain HEERA Managers Signature, 6) Email completed hire form along with a screenshot of the students Tableau eligibility to (studenthires@cpp.edu) for process completion of hire documents.

Student Instructions: 1) Sign document and return form to department, 2) EODA/HR-Customer Service Center will contact student with more information (if applicable)

Students who meet the minimum requirements of Academic Eligibility and fulfill the I-9 requirement may begin working.

BACKGROUND CHECK REQUIRED: YES NO

(APPROVAL ONLY) Background Check/Credit Check Complete:

Student Name: _____ Bronco ID #: _____ Rehire: _____

Students CPP Email: _____ Handshake #: _____

Department Name: _____ Position Title: _____

Effective Date of Appointment: _____ Thru: _____ (or End of May Pay Period)

Specific Duties for this Appointment: _____

Position #: 0000 _____ Primary Work Location: _____

Hourly Pay Rate: _____ Total Weekly Hours: _____ (Not to Exceed 20 Hours)

This appointment expires on the date stated above and does not establish an obligation for a subsequent appointment. No other notice shall be provided. This appointment is contingent upon budget and enrollment.

Criteria for Employment Eligibility: The applicant must be enrolled/registered (fees paid) in the current semester as a new or continuing student. The applicant must also be in and maintain good academic standing with a minimum GPA of 2.0 (both Cal Poly Pomona and overall GPA). This offer is contingent upon verification of employment eligibility.

***Using the Student Assistant Employment Academic Eligibility Report in Tableau, employers hiring the student must verify that the requirements are met at the time of hire, and at the beginning of each subsequent semester that the student assistant works.**

"I have verified that this student meets the employment criteria listed above."

Timekeeper/Coordinators Printed Name

Timekeeper/Coordinators Signature

Date

"My signature indicates that I meet the listed employment criteria, and I accept this appointment as described above. I understand as an ISA; I will be part of a Collective Bargaining Unit."

Students Signature

Date

"I authorize this appointment."

HEERA Managers Printed Name

HEERA Managers Signature

Date

Student Hires ONLY

EODA-HR Customer Service Center ONLY

Payroll Services ONLY

Eligibility: _____

Units: _____



Office of Financial Aid & Scholarships
Cal Poly Pomona
3801 W. Temple Ave.
Pomona, CA 91768-4008
(909) 869-3700 Phone
(909) 869-4757 FAX

2025 – 2026
FEDERAL WORK STUDY EMPLOYMENT AGREEMENT (Academic Year)

A: Student Information Section: Student must complete all fields.

Student Name: _____ Bronco Number: _____
FWS Award Allocation per semester: Fall \$ _____ Spring \$ _____
Student's Signature: _____ Date: _____

B: Supervisor Section: Complete this section if you wish to hire this student for 2025-2026 academic year and submit hiring form to workstudy@cpp.edu for processing. The student may begin working once student receives confirmation email from Payroll Services.

BACKGROUND CHECK REQUIRED: YES NO

(STUDENT HIRES ONLY) Background Check/Credit Check Complete:

Student Job Title: _____ Effective Date: _____ Handshake #: _____
Name of Employer/Department: _____ Rehire ☐ Pay Rate: \$ _____
Address: _____ City: _____ Zip Code: _____ Position No. 0000 _____
Timekeeper Name: _____ Phone: _____
Timekeeper Bronco Number: _____ Email: _____
Division: _____ HEERA Manager Name: _____

Does this position require **grading, tutoring or instruction** for the majority of the hours worked? Yes No ☐
If yes, an Instructional Student Assistant Offer form must accompany this Federal Work Study Agreement

C: Job Duties and Responsibilities

I understand that the student above cannot begin to work until all employment documentation has been submitted to Human Resources. If the student is not eligible for work-study, or exceeds their award amount, the employer will be responsible for 100% of the student's wages.

HEERA Manager Signature: _____ Date: _____
(Supervisor signature for off-Campus Employers)

D: For Offices Only

Financial Aid: _____ Signature: _____
StudentHires: _____ Signature: _____
Human Resources: _____ Signature: _____
Payroll Services: _____ Signature: _____

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</p>
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.			
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.