

CAL POLY POMONA (ACADEMIC YEAR 2025-2026)

STUDENT ASSISTANT APPOINTMENT OFFER

For Student Assistants (1860) and Non-Citizen / International Student Assistants (1868) ONLY

Student employees that are hired under this classification are represented by the CSUEU Collective Bargaining Agreement-Unit 15.

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

(STUDENT HIRES 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)

Student Assistant (1860) Position #: _____ / **Non-Citizen/Int'l Assistant (1868) Position #:** _____

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: To be eligible to be employed, a student must have a minimum 2.0 GPA (both Cal Poly Pomona and overall GPA) and be currently enrolled in a minimum 6.0 units (Undergraduate) or 3.0 units (Graduate).

***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."

Students Signature

Date

"I authorize this appointment."

HEERA Managers Printed Name

HEERA Managers Signature

Date

All NEW student assistants (never employed by the State) are required to present the appropriate documentation to Human Resource Services:

- Federal law requires that all employees complete a Form I-9, Employment Eligibility Verification.
- International Students must present an original Visa, Passport, and Work Authorization.
- Permanent Residents must present a Permanent Resident Card.
- All employees must provide acceptable individual identification. A list of acceptable documents for the I-9 is available on page 2.
- Cal Poly Pomona is required to verify each employee's Social Security Number before employment starts. Employees must bring their original Social Security card to HRS-Customer Service Center.

For questions or assistance, please contact the Payroll Services at payroll@cpp.edu.

Student Hires ONLY

EODA-HR Customer Service Center ONLY

Payroll Services ONLY

Eligibility: _____

Units: _____

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.