

Student Employment Workshop



**Summer
2026**

Student Employment Team and Responsibilities

Student Affairs (Student Hires)

- Assist with Handshake Employer Accounts, Review and Approve Handshake Job Postings
- Screen for EEO Compliance, Initiate Background Check if required
- Contact-Gloria Quintana Jimenez, Email: studenthires@cpp.edu

Financial Aid-Federal Work Study Program (Academic Year Only)

- Onboard FWS Employers, Advises FWS students on FWS eligibility
- Contact-Lupe Linares or Bettie Quiroz, Email: workstudy@cpp.edu

EODA HR Customer Service Center

- New Hires-Schedule and Host onboarding appointments to complete required forms and complete the I9 process
- Rehires-Verify Employment Eligibility and I9
- Contact: EODA CSC Team, Email: hrcsc@cpp.edu

Payroll Services

- Process all student employees into the payroll systems, Student Pay Rate Changes, Student Funding Source Changes
- Contact: Veronica Nolasco: vtnolasco@cpp.edu
- Oversee Timekeeping System, Process Monthly Student Time
- Contact: Carlie Zamora: carliezamora@cpp.edu

Process Overview

Hiring Department Budget and Position Numbers

- Follow your department's approval process and ensure that position numbers are available before proceeding with hiring.
- Departments may verify position numbers with their area's budget analyst or HEERA.
- If you have questions about existing position numbers, need to request a change, or require a new position number, contact Budget Services.

Post Job on Handshake

- **Jobs must be posted on Handshake for a minimum of three (3) business days.**
- The selected student/s must apply to the position and be listed as an applicant in the Handshake job posting.
- All job postings must include a detailed job description.
- **After recruitment is complete, mark the student as "Hired" in Handshake.**

Tableau Academic Eligibility

- Prior to inviting students to interview, verify their academic eligibility in Tableau. (This review is separate from employment eligibility.)
- Tableau provides departments with a quick reference using green and red check marks to indicate whether a student meets the minimum academic GPA and total unit requirements to be considered for campus employment.
- ***Screenshot of Tableau eligibility is required and should be attached to Student Hire Authorization form when submitting to studenthires@cpp.edu for processing.***

Process Overview (Continued)

Interview and Selection

- Coordinate and schedule interviews for the department.
- Provide a professional interview experience for student applicants, recognizing that this may be their first exposure to a formal recruitment process.
- Select the student hire based on the department's evaluation and selection criteria.

Complete Hire Authorization Form

- Use the Summer Student Assistant Hire Authorization form for Job Codes 1860, 1868, and 1874.
- Use the Summer Instructional Student Assistant Hire Authorization form for Job Code 1150.
- Complete hire authorization form for each student employee being hired, including the correct position number for the student's job code and obtain all required signatures. (Department Coordinator, Student Employee and HEERA)
- Submit Completed Hire Authorization forms along with the screenshot of Tableau eligibility to studenthires@cpp.edu for processing.
- ***Helpful Tip: Form/s should be sent as a PDF attachment/s. Hire authorization forms are individual employment records. Do not combine multiple forms into a single PDF, as this will delay processing.***

Employment Eligibility

- HR EODA/CSC will verify employment eligibility and determine whether the student is a New Hire or Rehire.
- HR EODA/CSC will contact New Hires to schedule onboarding appointments, communicate employment status, any next steps and transfer the record to Payroll for final processing. Email contact, hrcsc@cpp.edu

What is Handshake?

- The primary career services platform at Cal Poly Pomona
- Students can utilize this platform to search for opportunities from employers seeking Cal Poly Pomona students, on-campus jobs and internships, and RSVP for events
- On-Campus and Off-Campus Employers
- Accounts are available for all students-they just need to login to activate!



Handshake

Handshake Services For Students

Handshake is 100% free to all CPP Students

- Jobs (part-time and full-time; on and off campus)
- Internships and Volunteer opportunities
- Register for On-Campus Interviews
- Sign up for career fairs, information sessions, and presentations

How do students gain access?

- Once they have completed orientation and class enrollment as a freshman or transfer student
- Log into Handshake with CPP email to finalize the creation of their account [Handshake Home](#)

How long does a student have access to Handshake?

- Students will have access up until one year after they graduate
- If an alumni wants to continue Handshake access after one-year post-graduation, they will need to sign up for an Alumni account through the Career Center website. [Alumni Career Services](#)

Handshake Services for On Campus Employers

Handshake is 100% free for On-Campus Employers

- Post part-time student assistant/instructional student assistant jobs
- Schedule On-Campus Interviews and Information Sessions
- Sign up for Career Fairs

On-Campus Student Employment Guidelines

- All state funded student assistant jobs must be posted in Handshake
- Minimum of 3 business days and a maximum of one academic year
- Must include a detailed job description
- Student hires must apply to the position in Handshake
- These guidelines ensure compliance with Equal Employment Opportunity

EEO is a fundamental principle that ensures all individuals are treated fairly and equitably in employment decisions; prohibiting discrimination based on protected characteristics like race, gender, religion, age, disability, and more, ensuring everyone has an equal chance.

Handshake Access

New to Handshake or Cal Poly Pomona? You will need to create an Employer Account

- Log into Handshake through MyCPP > Online Services
- Select > Sign up
- Complete account information > Next Handshake Guideline > Select NO, not a 3rd-party recruiter > Next Confirm your email
- Join a company-Request access to a department
- Join a school-Cal Poly Pomona
- Select > Finish
- Handshake Employer Step by Step Guide is available

The screenshot displays the MyCPP homepage for Cal Poly Pomona. The navigation bar includes 'Home', 'Student Resources', 'Employee Center', 'Campus', 'Online Services', and 'Need Help?'. The user is logged in as 'Thelma' and can 'Sign Out'. The main content area is titled 'Online Services/Links' and provides instructions on how to add services to a Favorites list. A search bar labeled 'Find a service...' is present. Below, a grid of 12 service tiles is shown, each with a star icon for favoriting. The services include: 25Live (Room and event scheduling), Adobe Creative Cloud (Download information), ASI Campus Recreation Portal (Recreational opportunities), Ask Billy (Questions from Billy Bronco), Email for Alumni (No new accounts), GoInGlobal - Country Career Guide (Comprehensive career resources), GoInGlobal - USA/Canada City Career Guide (Career advancement in U.S./Canada), Handshake (Recruiting platform), Identity Management Services (IDM) (Identity management services), Interfolio (Academic faculty management software), IT Service Desk (IT related questions), and Library (University library online services).

Handshake Roles

Owner:

Considered to be the Administrator of the Department/Company profile

- **Primary staff member managing the recruitment of student hires for the department**
- One per company page -*A second can be added with special permission through Handshake*
- **Approves/removes** access to staff in their department's company page
- Post/duplicate jobs and review student applicants

Recruiters:

Department Chair, Director, and other staff members who might need to recruit students

- There can be multiple under one company page
- Can post/duplicate jobs and review applicants for their company
- **Cannot edit or update the company profile, or give/remove access to staff**

Contacts:

Faculty and staff who only need to review applications

- There can be multiple under one company page
- Manually added by a Staff Member or Recruiter
- Cannot post/duplicate jobs for their company
- **Cannot log into Handshake**

Verify Handshake Access

- ✓ **Make sure you have an active account**
 - Make sure you are connected to the correct company or department profile
 - Make sure that you have the correct assigned role
- ✓ **If you are an Owner, you can update your company profile**
 - Make sure your company or department name and email are correct
 - Check and edit staff roles
 - Add/remove teammates/staff
 - Upload/Update logo
 - Upload documents
 - Student Application
 - Supplemental Form
- ✓ **If you are a Recruiter**
 - Begin Posting jobs
 - Review student applicants

Handshake Roles: Great Example

Cal Poly Pomona - CIS Dept

Details
Attachments
Divisions
Staff Management

Add existing user by email...

Add User

Hide Deactivated User Accounts

Name	Email Address	Roles
Drew Hwang	dhwang@cpp.edu	Recruiter
Kathlee Von Velasco	kavonvelasco@cpp.edu	Owner

Contacts without User Accounts

Your contacts that do not yet have a user account on Handshake.

Name	Email Address	Title	
Carlos Navarrete	cjnavarrete@cpp.edu	Professor, CIS	<input type="checkbox"/>
Sonya Zhang	xzhang@cpp.edu	Dr.	<input type="checkbox"/>
Zhongming Ma	zma@cpp.edu	Professor, CIS	<input type="checkbox"/>

Posting a Job on Handshake

Job Posting Checklist

- ✓ Prepare Job Description/s
- ✓ Determine the Hourly Pay Rate (Slide 39 and 40)
- ✓ Determine the length of employment (exact start date and end date)
- ✓ Determine the total number of student positions you have available
- ✓ Determine job criteria and preferences (Major, class standing, etc.)
- ✓ Determine if a Background Check is required
- ✓ Determine who will receive applicant packages

Sample Job Description

STUDENT ASSISTANT JOB DESCRIPTION SAMPLE

ESSENTIAL DUTIES AND RESPONSIBILITIES:

[Department/College name] is seeking an organized, motivated, and outgoing individual. Under the supervision of the [Name of supervisor] the Student Assistant is responsible for the following primary duties:

- Supports the overall daily management of calendars, correspondence, office organization.
- Answers all incoming calls using professional telephone etiquette and retrieves voicemail daily. Responds timely to inquiries and messages via a returned telephone call or email accordingly.
- Handles the paper mail and routes as appropriate.
- Maintains database, newsletters, and announcement letters.
- Plays a key role in managing a high volume of RSVP replies and exhibits a pleasant and courteous manner in all communications with guests.
- Replenishes office supplies including note cards, letterhead, outreach materials etc., to ensure that ample inventory is available for staff.
- Attends activities or assists in hosting events and activities as assigned.
- Self-driven to utilize on-campus resources such as handshake, MyBar and ability to perform duties and responsibilities using Google Applications, MS Office Suite, Adobe Creative Cloud Suite, Refworks, etc.

The position is 15-20 hours a week and very flexible to accommodate the student's class schedule each semester. Opportunity to work 15-40 hours a week during semester and summer breaks if assigned.

QUALIFICATIONS:

The requirements listed below include the equipment and knowledge, skills, and/or abilities required. (eg. Computer skills)

1. Education/Experience

- Strong oral and written communication skills in English are required.
- Education or job experience in an office environment is a plus but not required.
- Education or job experience in event planning, hospitality, journalism, communications, organizational development, marketing and/or public relations is a plus but not required.

2. Knowledge, Skills, Abilities required

- Ability to communicate clearly, effectively, and congenially in spoken and written English.
- Ability to speak and write in a second language is a plus but not required.
- Ability to work independently with minimal supervision.
- Ability to multi-task and prioritize tasks to meet deadlines.
- Intermediate or advanced proficiency in Google applications.
- Intermediate or advanced proficiency in Microsoft Office Professional suite.
- Novice or intermediate proficiency in Adobe Creative Cloud suite.
- Novice or intermediate proficiency in social media platforms is a plus.
- Detail-oriented and diligent to follow-up and complete tasks for assigned projects.
- A positive, pleasant attitude with good problem-solving skills.
- Professional attire may be required for special events.

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PHYSICAL REQUIREMENTS:

The requirements listed below include physical abilities required to complete essential duties (eg. ability to lift 50 lbs using a fork truck)

Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

WORK SCHEDULE:

Monday:	Flexible – Between 8am-5:30pm
Tuesday:	Flexible – Between 8am-5:30pm
Wednesday:	Flexible – Between 8am-5:30pm
Thursday:	Flexible – Between 8am-5:30pm
Friday:	Flexible – Between 8am-5:30pm
Saturday:	
Sunday:	

BACKGROUND CHECKS:

Cal Poly Pomona is committed to protecting the health, well-being, and safety of its campus community and assets. In furtherance of these goals, background checks are required for certain types of student assistant positions. When a background check is required, Cal Poly Pomona will make a conditional offer of employment to the final job candidate, pending the satisfactory completion of a background check (including, but not limited to, a criminal records check).

The conditional offer of employment may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.

In determining the suitability of the candidate for the position, Cal Poly Pomona will give an individualized assessment to any information regarding the criminal conviction history that the applicant submits for consideration such as the nature, gravity and recency of the conviction, the candidate's conduct, performance or rehabilitation efforts since the conviction and the nature of the job applied for. The complete text of the Background Checks Policy may be viewed at [Background Checks Policy](#).

EQUAL EMPLOYMENT OPPORTUNITY:

Cal Poly Pomona is an Equal Opportunity Employer, committed to promoting an inclusive and diverse workforce. The university subscribes to all state and federal regulations that prohibit discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, and veteran or military status. We engage the talents of all qualified workers, regardless of their background. More information is available at [Equal Employment Opportunity statement](#).

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Equal Employment Opportunity



[Apply](#) [Donate](#) [News](#) [Careers](#)

The CSU System / Administration / Chancellor's Office Human Resource Services / Equal Employment Opportunity

Equal Employment Opportunity

Discrimination, Harassment and Retaliation (DHR)

The Chancellor's Office is committed to creating and maintaining an environment where unlawful discrimination and harassment are not tolerated and where all employees and applicants can receive equal consideration and respectful treatment.

In compliance with Federal and State anti-discrimination laws and the [CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation \(EO 1095, 1096 & 1097\)](#) ("Policy"), the Chancellor's Office (CO) shall not discriminate against any employee, applicant, or third party on the basis of age, disability (physical and mental), gender (or sex), gender identity (including nonbinary and transgender), gender expression, genetic information, marital status, medical condition, nationality, race or ethnicity (including color, caste, or ancestry), religion (or religious creed), sexual orientation, or veteran or military status.

The Policy prohibits discrimination and harassment based on specified grounds as well as retaliation for engaging in protected activities. The Policy is the CSU systemwide policy on sex discrimination and harassment in accordance with [Title IX](#).



U.S. Equal Employment Opportunity Commission

Overview

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, childbirth, or related conditions, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information.

Most employers with at least 15 employees are covered by EEOC laws (20 employees in age discrimination cases). Most labor unions and employment agencies are also covered.

The laws apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits.

CSU-Equal Employer Opportunity

US EEOC

Position Type/Job Code

Currently enrolled students who meet the eligibility requirements may be hired as a student assistant or instructional student assistant.

Student Job Classifications

Job Code

Student Assistant

1860

Non-Citizen (International Student) Student Assistant

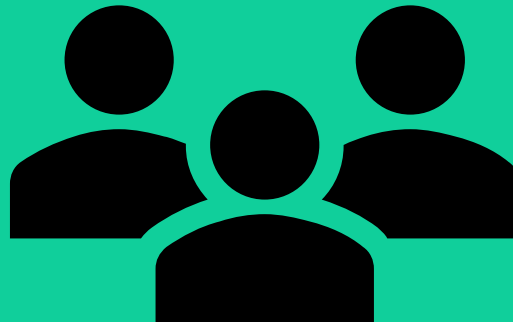
1868

Bridge Student Assistant

1874

Instructional Student Assistant

1150



Classification and Qualification Standards

- Student Assistants (1860)
- Int'l/Non-citizen Assistants (1868)
- Bridge Assistants (1874)

Classification and Qualification STANDARDS

Student Assistants

Classification Title	Class Code	Date Established	Date Revised
Student Assistant	1860	01-01-2008	07-01-2025
Bridge Student Assistant	1874	01-01-2008	06-01-2012
Student - NCS	1868	01-01-2008	06-01-2012, 07-01-2022

OVERVIEW:

Student Assistants are CSU students who work in various areas of a campus. Student Assistants may work up to, but not in excess of, 20 hours per week during academic periods and may work up to 40 hours per week during academic break periods.

Under direct supervision, Student Assistants perform duties ranging from unskilled to skilled and/or specialized, in a variety of positions that typically require the use of manual, clerical, public contact, and/or analytical skills. Assignments have limited use of discretion and judgment. Work is regularly reviewed and may entail detailed instructions. Specific job duties are defined by the appropriate campus department.

The Student Assistant classification is distinguished from the Student Trainee, On-Campus Work Study and the Student Trainee, Off-Campus Work Study classifications in that the Student Trainee positions must meet eligibility requirements of the Work-Study Program as determined by the campus' Financial Aid Office. The Student Assistant classification is distinguished from the Instructional Student Assistant, Graduate Assistant, and Teaching Associate classifications in that the Student Assistant does not perform academic related duties such as instruction, tutoring, grading, evaluating, research, and assisting faculty with classroom activities.

Student Assistant – This classification is used during the academic periods where the CSU student's status qualifies for the student FICA exemption. Incumbents in this classification do not pay Social Security or Medicare and are not enrolled in the Department of Personnel Administration's Part-Time, Seasonal, Temporary (DPA PST) retirement plan in lieu of Social Security.

Bridge Student Assistant – The bridge classification is available for continuing student employment during academic breaks and/or student employment during academic terms when the student is less than a half-time student. This classification accommodates CSU student employment that does not qualify for the student FICA exemption. Incumbents in this classification are required to participate in Medicare and a mandatory retirement plan (DPA PST) in lieu of Social Security.

Student Assistant – NCS – This classification is used for Student Assistants with a non-citizen, non-resident tax status.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

Ability to learn and perform assigned work; follow oral instructions; work cooperatively with faculty, staff, and other students; communicate effectively with all levels; and read and write English at a level appropriate to the position.

Special Qualification:

Admission or registration as a CSU student.

As a Bridge Student Assistant, the student need not be registered as a student, but must have been enrolled as a CSU student the previous term and is registered for the following term.



Classification and Qualification Standards

- For Instructional Student Assistants
Job Code 1150

Classification and Qualification STANDARDS

Instructional Student Assistant

Classification Title	Class Codes	Date Established	Date Revised
ISA, On-Campus	1150	10-01-2004	12-02-2010
ISA, On-Campus Work-Study	1151	10-01-2004	12-02-2010
ISA, Off-Campus	1152	12-02-2010	12-02-2010
ISA, Off-Campus Work-Study	1153	12-02-2010	12-02-2010

OVERVIEW:

Under supervision, Instructional Student Assistants in this classification perform teaching, grading or tutoring duties for the majority of work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term. Assignments are made by academic department or equivalent administrative unit by a specific supervisor at a CSU campus. The work may be performed on-campus or at an off-campus public agency or private non-profit organization under an agreement with a campus in the CSU system.

Incumbents in this classification work part-time (typically 20 hours per week) during academic periods and may work full-time during academic break periods. Incumbents may have concurrent assignments in other Student Assistant classifications as long as the maximum hours are not exceeded. If the work is to be performed off-campus, CSU will assign a specific on-campus supervisor who will coordinate supervision and assignments pursuant to the terms of the agreement with the off-campus public agency or private non-profit organization.

DISTINGUISHING FEATURES:

The Instructional Student Assistant classification is distinguished from other Student Assistant classifications by the nature of work performed. The majority of work performed in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term by Instructional Student Assistants is tutoring, grading and/or teaching work while the other Student Assistants perform other duties including clerical, technical, custodial, laborer or other work as assigned.

Classification code 1150 is to be used for appointments when the work site is on-campus and code 1152 is to be used when the work site is off-campus. Classification code 1151 (On-Campus Work-Study) and 1153 (Off-Campus Work-Study) are for Work-Study students funded by the Federal Work-Study Program. Appointments to these classification codes must meet provisions of the Federal Work-Study Program and are not limited by a maximum number of hours.

TYPICAL QUALIFICATIONS:

Knowledge and Abilities:

Incumbents must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade or tutor a course.

Special Qualifications:

- ◆ Admission or registration as a CSU student.
- ◆ On-Campus or Off-Campus Work-Study Instructional Student Assistants must meet the eligibility requirements of the Federal Work-Study Program, as determined by the campus' financial aid office.

International Students: Job Code 1868

Employment Requirements:

International Students have F-1 and J-1 student visas and are eligible to work on campus if they:

- Meet the GPA minimum requirement and are enrolled in 12 units or more.
- May work only 20 hours a week while classes are in session but may work full-time during semester breaks or during the summer.

To be employed, the student must provide the **original documents** that demonstrate identity and work authorization:

- Current I-20/DS 2019 form
- Passport
- Visa
- I-94

PLEASE NOTE: In addition, all employees are required to provide an original Social Security card. To apply for a Social Security card, the student assistant must provide the local Social Security Administration office with an original job offer (form or letter) from the campus employer. (This is provided by the hiring department.)

Dream Act-Non-Citizen Assistant Job Code 1868

Individuals who are granted work authorization will be issued an Employment Authorization Document (EAD) Card

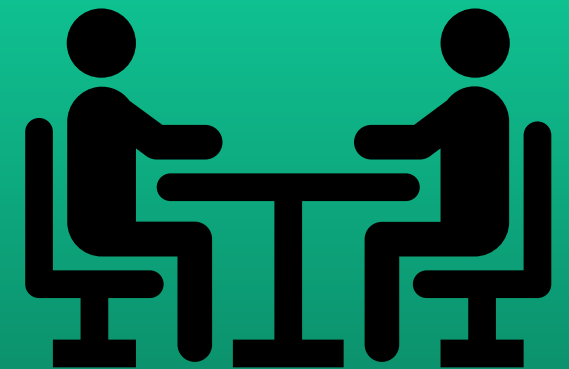
- Under no circumstances may an employer ask a student about their citizenship status. This is determined at the time the student completes the hire process in Human Resources.
 - If it is determined that the student is a Non-Citizen Student Assistant, Payroll Services will verify eligibility to work in this classification.
 - If eligible, Payroll Services will contact the employer for a Non-Citizen Student Assistant position number.
 - If not eligible, Payroll Services will notify the employer. The student may not work beyond the date of notification, and the hours worked must be reported to Payroll Services for payment to the student.

Interview and Candidate Selection

Review applications and select candidates for interviews

- Begin Conducting Interviews
 - In-Person
 - Virtual-Zoom or Microsoft Teams
- Select your candidate/s
 - Prepare to send an offer of employment
 - Email or Written Letter

Highly recommend interviewing at least 3 candidates per job posting



Understanding Summer Student Employment Eligibility

For a student to be eligible to work the Summer term (1860, 1868, 1874):

- The student would need to have a minimum 2.0 GPA (both CPP and Overall) **and**
- Be enrolled, for the Summer term, in a minimum of 6 units (Undergrad)/3 Units (Grad Student) **or**
- Be a Summer “Bridge” student who was enrolled the previous Spring semester, with the minimum 2.0 GPA and enrolled in the minimum of 6 units (Undergrad)/3 units (Grad Student) **and**
- Intends to enroll in classes the following Fall semester.

For ISA’s to be eligible to work the Summer term (1150):

- The student would need to have a minimum 2.0 GPA (both CPP and Overall) **and**
- Either enrolled for the Summer or enrolled the previous Spring term **and**
- Intends to enroll in classes the following Fall semester.

“Bridge” assistant is the student classification for a student assistant who is not enrolled in Summer classes or enrolled in less than 6 units. (job code 1874)

Verify Academic Eligibility in Tableau

To log into Tableau:

My CPP > Online Services > Tableau > Student Employment Eligibility > Summer Student Employment Eligibility

The screenshot shows the MyCPP website interface. At the top, there is a navigation bar with "Home", "Employee Center", "Online Services", and "My Tab". A yellow banner below the navigation bar contains a maintenance notice for BroncoDirect and PeopleSoft. Below the banner, there is a section titled "Online Services/Links" with a search bar and a list of categories: "All", "Academic", "Housing", "Software and Tools", "Support", "Finance", "Campus Life", and "Misc".

The screenshot shows a service card for Tableau. The card has the Tableau logo at the top, followed by the text "Tableau" and "IRPA utilizes Tableau as a tool to provide interactive data visualization dashboa...".

The screenshot shows a dashboard titled "Student Employment Eligibility as of December 11, 2024". The dashboard displays a table with columns for "Summer..", "Summer 1..", and "Summer 2..". The rows represent different employment roles: "Student Assistant (SA)", "International Assistant (IA)", and "Instructional Student Assistant (ISA)". The eligibility status is indicated by red 'X' marks for SA and IA, and green checkmarks for ISA.

	Summer..	Summer 1..	Summer 2..
Student Assistant (SA)	X	X	
International Assistant (IA)	X	X	
Instructional Student Assistant (ISA)	✓	✓	

Verify Academic Eligibility in Tableau

- ✓ Enter the Student's BID number
- ✓ Left-hand side indicates Summer class enrollment by session
- ✓ Right hand side indicates Summer Bridge-Not enrolled in classes by session
- ✓ Hours Eligible indicates how many hours the student may work per session

Student Employment Eligibility as of February 14, 2025

BID/Student [REDACTED]

Applied Grad Term

	Summer 10 Week	Summer 1st 5 Week	Summer 2nd 5 Week		Summer Bridge 10 Week	Summer Bridge 1st 5 Week	Summer Bridge 2nd 5 Week
Student Assistant (SA)	✓	✓	✗	Bridge Student Assistant (SA)	✗	✗	✓
International Assistant (IA)	✗	✗	✗	International Assistant (IA)	✗	✗	✗
Instructional Student Assistant (ISA)	✓	✓	✗	Instructional Student Assistant (ISA)	✗	✗	✓

✓ student meets the eligibility criteria
✗ student is not eligible

Please contact Payroll Services at extension 2233 if there are any questions. Note: This dashboard does not reflect need-based employment eligibility, such as Federal Work Study.
Summer Bridge is not associated with the EOP Summer Bridge program

Term Name	Hours
10 Week	20
1st 5 Week	20
2nd 5 Week	20

PLEASE NOTE: The Student Timekeeper/Coordinator is responsible for verifying student eligibility in Tableau at the time of hire and again at the beginning of each subsequent semester.

***Green check marks = Eligible to work

Tableau-Sample Bridge Assistant (1874)

Student Employment Eligibility as of February 14, 2025

BID/Student [Redacted]

Applied Grad Term [Redacted]

	Summer 10 Week	Summer 1st 5 Week	Summer 2nd 5 Week		Summer Bridge 10 Week	Summer Bridge 1st 5 Week	Summer Bridge 2nd 5 Week
Student Assistant (SA)	✗	✗	✗	Bridge Student Assistant (SA)	✓	✓	✓
International Assistant (IA)	✗	✗	✗	International Assistant (IA)	✗	✗	✗
Instructional Student Assistant (ISA)	✓	✓	✓	Instructional Student Assistant (ISA)	✓	✓	✓

✓ student meets the eligibility criteria
 ✗ student is not eligible

Please contact Payroll Services at extension 2233 if there are any questions. Note: This dashboard does not reflect need-based employment eligibility, such as Federal Work Study.

Summer Bridge is not associated with the EOP Summer Bridge program

Hours Eligible	
Term Name	Hours
10 Week	40
1st 5 Week	40
2nd 5 Week	40

***Green check marks = Eligible to work

PLEASE NOTE: Screenshot of Tableau eligibility must be submitted with hire form at time of submission.

How many hours can my student work?

Bridge Student Assistants and Instructional Student Assistants who are not enrolled in Summer classes are eligible to work up to 40 hours per week depending on department needs.

Student Assistants and Instructional Student Assistants who are enrolled in Summer classes, regardless of how many units enrolled, are eligible to work at a maximum, 20 hours per week.

Summer Employment Tax Withholding

Withholding (Taxes/Retirement)

The Internal Revenue Service (IRS) excludes from Social Security and Medicare coverage, services performed by students employed by a college or university, provided the student is enrolled at least half-time and is regularly attending classes. To qualify for this exemption, a student employee must be enrolled as at least a half-time student: an undergraduate student enrolled in a minimum of 6 units per term or a graduate student enrolled in a minimum of 3 units per term.

Student employees who do not meet the minimum enrollment requirement of 6 units (or 3 units for graduate students)

are required to contribute 7.5% of their earnings to the State-sponsored Part-time, Seasonal, and Temporary (PST) Employees Retirement System in lieu of Social Security coverage.

Student employees are also subject to Medicare tax, currently 1.45%, which is paid by both the student and the employing department.

Student employees who are required to contribute to the state-sponsored PST retirement plan may request a refund of their contributions upon separation from university employment. Retirement contributions are subject to federal and state taxes at the time of withdrawal.

To request a PST refund or for further PST questions:

- Visit the [Savings Plus Program Website](#)
- Call Savings Plus at (855) 616-4776

Student Hire Authorization Form

Student Hire Authorization form checklist:

- ✓ Prepare one form per student
- ✓ Please do not bundle or combine multiple forms for multiple students.
 - ✓ Keep hire forms for individuals separate.
- ✓ Use the correct form (**Student Hire Authorization form for Summer 2026**)
 - ✓ 1860-Student Assistant, 1868-International/Non-citizen Assistant and 1874-Bridge Assistant
 - ✓ Same form for all 3 job codes
 - ✓ 1150-Instructional Student Assistant (**Instructional Student Hire Authorization form for Summer 2026**)
 - ✓ ***If background check is required, please check box at the top of the hire authorization form***
- ✓ Handshake Number
- ✓ Fill out form completely (leaving blank or missing information will delay process)
- ✓ Acquire Timekeeper, Student Employee and HEERA managers signatures
- ✓ Email hire form and screenshot of Tableau Eligibility to studenthires@cpp.edu


IMPORTANT NOTE: Incomplete forms and missing Tableau eligibility will be returned for revision and will not be processed

Summer Hire Authorization Form

For 1860, 1868 and 1874 Job Codes Only

Summer Hire Forms are screened for:

- Tableau screenshot attached and student is eligible
- Background Check Required?
- Handshake Number
- Student Applied to job
- All Signatures obtained
- Overall Completeness
- **DO NOT Fill in any boxes in red. These fields are for the Student Employment Team only**


Cal Poly Pomona

Student Assistant Hire Authorization Form (SUMMER 2026)
 Student employees hired under this classification are represented by the CSUEU Collective Bargaining Agreement-Unit 15.

Department Instructions: 1) Check Academic Eligibility in Tableau, 2) Select and checkmark the correct position/job code/s for which you are hiring, 3) Select if Background Check is required, 4) Complete Hire Authorization form completely including correct position number/s, 5) Obtain Student Signature, 6) Obtain HEERA manager Signature, 7) Email completed Hire Authorization form along with screenshot of Tableau eligibility to studenthires@cpp.edu for processing.

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

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

Student Assistant (1860) International/Non-Citizen Assistant (1868) Bridge Student Assistant (1874)

Background Check Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Completed By and Date:	
Bronco ID #:		Student's Name:	
Handshake #:		Student's CPP Email:	
Effective Date:		End Date or 8/31/2026:	
Pay Rate:		Position Title:	Select Position Title ▼
Department #:		Department Name:	
		Total Weekly Hours:	

Department Instructions: Please provide the correct position number/s, per student Tableau eligibility, for each applicable session.

Employment Eligibility Criteria: Student must have a minimum 2.0 GPA (both CPP and Overall) and be currently enrolled in a minimum of 6 units (Undergrad)/3 Units (Grad Student) or be a "Bridge" student who was enrolled with the required minimum GPA and minimum of 6 units (Undergrad)/3 Units (Grad Student) the previous Spring semester and intends to enroll for the following semester.

Job Type/Code	Position #	FOR PAYROLL USE ONLY			
		1 st 5 Weeks	2 nd 5 Weeks	10 Weeks	Total Units
Student Assistant (1860)					Units: _____
Int'l/Non-Citizen Assistant (1868)					Units: _____
Bridge Student Assistant (1874)					Units: _____

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

Timekeeper/Coordinators Printed Name:	Timekeeper/Coordinators Signature:	Date Signed

"My signature indicates that I meet the listed employment criteria, and I accept this appointment as described above."

Student Employee's Signature:		Date Signed

"I authorize this appointment."

Reports to/HEERA's Printed Name:	Reports to/HEERA's Signature:	Date Signed

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. (EAD, I-20, I94)
- 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 EODA/HR-Customer Service Center.
- For questions or assistance, please contact the Payroll Services at payroll@cpp.edu.

FOR STUDENT EMPLOYMENT TEAM USE ONLY		
Student Affairs Signature:		Date:
EODA/CSC ONLY	<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Eligible	I9 Expiration Date:
EODA/CSC Signature:		Date:
Payroll Processed Signature:		Date:

ISA Summer Hire Authorization Form

For 1150 Job Code Only

Summer ISA Hire Forms are screened for:

- Tableau screenshot attached and student is eligible
- Background Check Required?
- Handshake Number
- Student Applied to job
- All Signatures obtained
- Overall Completeness
- **DO NOT Fill in any boxes in red. These fields are for the Student Employment Team only**



Instructional Student Assistant Hire Authorization Form (SUMMER 2026) This form is to be used for the appointment of Instructional Student Assistants (1150) ONLY

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. ISAs will have union dues or fair share fees automatically 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 ISA Hire Authorization form completely including the correct position number, 4) Obtain Student Signature, 5) Obtain HEERA manager Signature, 6) Email completed Hire Authorization form along with screenshot of Tableau eligibility to studenthires@cpp.edu for processing.

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

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

Background Check Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Completed By and Date:	
Bronco ID #:		Student's Name:	
Handshake #:		Student's CPP Email:	
Department #:		Position Title:	
Effective Date:		End Date or 8/31/2026:	
Position #:		Hourly Pay Rate:	
Min Weekly Hours:		Max Weekly Hours:	
Primary Work Location:			
Specific Duties for this Appointment:			

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

Timekeeper/Coordinators Printed Name:	Timekeeper/Coordinators Signature:	Date:
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"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."

Student Employee's Signature:	Date:
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"I authorize this appointment."

HEERA Manager's Printed Name:	HEERA Manager's Signature:	Date:
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All **NEW** instructional 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. (EAD, I-20, I94)
- Permanent Residents must present a Permanent Resident Card.
- All employees must provide 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 EODA-HR-Customer Service Center.
- For questions or assistance, please contact the Payroll Services at payroll@cpp.edu.

FOR STUDENT EMPLOYMENT TEAM USE ONLY		
Student Affairs Signature:		Date:
EODA/CSC ONLY	<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Eligible	I9 Expiration Date:
EODA/CSC Signature:		Date:
Payroll Processed Signature:		Date:
		Total Units Enrolled:

Student Background Checks

Does my student need a background check?

Positions in which background checks are currently required by law include, but are not limited to the following:

- Sworn CSU Police Personnel, Office Cadet or Dispatchers
- Positions with direct contact with minor children at a camp operated by the CSU
- Positions with access to patients, drugs or medication, controlled or hazardous substances
- Positions with access to stored criminal offender record information
- Students who have access to Level 1 data



[Student Employment Website](#)

Student Background Checks Continued

Level 1 Data – Confidential information

- Passwords or credentials
- PINs (Personal Identification Numbers)
- Birth date with last four digits of SSN and name
- Credit card numbers with cardholder name
- Tax ID with name
- Driver's license number
- State identification card (such as passports, visas, etc.)
- Medical records or health related information
- Psychological Counseling records
- Bank account or debit card information
- Access codes or passwords
- Electronic or digitized signatures
- Law enforcement personnel records
- Criminal background check results



accurate.

[Student Employment Website](#)

Handshake Reminder!

	Preferences	Status	Date
Pomona - Disability Resource Center		Reviewed	09/30/19
Pomona - Disability Resource Center		Pending Declined Hired Withdraw Application	09/30/19
Pomona - Disability Resource Center		Reviewed	09/30/19
Pomona - Disability Resource Center		Reviewed	09/30/19
Pomona - Disability Resource Center		Reviewed	09/25/19

Don't Forget to Change the Status on Your Handshake Posting!

EODA/HR Operations Customer Service Center

- Ready to have your student employees onboarded?
- What happens when your student hire form is received at the HR Customer Service Center?



New Hire/Rehire Confirmation

EODA/CSC checks CHRS to confirm if the student is a New Hire or Rehire and verifies Academic Eligibility in Tableau.

For New Hires:

- Student is contacted to schedule appointment (department included on email notification)
- HR CSC host hire new paperwork session and I-9 verification process.
- Hire form and completed new hire package with documents forwarded to Payroll. Student and department notified via email.

For Rehires

- Verify if valid I-9 is on file.
- If updated I-9 or documents are needed, a notification is sent to schedule appointment.
- Hire form is forwarded to Payroll when I-9 process is complete and the student and department are notified via email

HR CSC Tips to help your student hires complete the process



Student's Bronco number on hire form & remind them to check their email.



Prepare your student hires on what to expect from the HR CSC, including required documents to provide in-person.



Social Security number verification is required and separate from the I-9 process.



The department is included on notifications for your student, help us follow up with them.

EODA/HR Customer Service Center



In-person Monday-Friday 8 a.m. – 5 p.m.
Building 121-West, 2nd floor, Lobby 2700



(909) 869-3733



hrcsc@cpp.edu

Does your department hire large groups of student employees? Connect with us to coordinate a group hiring session.

Summer Student Hire Authorization Form Overview



Cal Poly Pomona

Student Assistant Hire Authorization Form (SUMMER 2026)

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

Department Instructions: 1) Check Academic Eligibility in Tableau, 2) Select and checkmark the correct position/job code/s for which you are hiring, 3) Select if Background Check is required, 4) Complete Hire Authorization form completely including correct position number/s, 5) Obtain Student Signature, 6) Obtain HEERA manager Signature, 7) Email completed Hire Authorization form along with screenshot of Tableau eligibility to studenthires@cpp.edu for processing.

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

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

Student Assistant (1860) International/Non-Citizen Assistant (1868) Bridge Student Assistant (1874)

Background Check Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Completed By and Date:	
Bronco ID #:		Student's Name:	
Handshake #:		Student's CPP Email:	
Effective Date:		End Date or 8/31/2026:	
Pay Rate:		Position Title:	Select Position Title <input type="text"/>
Department #:		Department Name:	
		Total Weekly Hours:	

Department Instructions: Please provide the correct position number/s, per student Tableau eligibility, for each applicable session.

Employment Eligibility Criteria: Student must have a minimum 2.0 GPA (both CPP and Overall) and be currently enrolled in a minimum of 6 units (Undergrad)/3 Units (Grad Student) or be a "Bridge" student who was enrolled with the required minimum GPA and minimum of 6 units (Undergrad)/3 Units (Grad Student) the previous Spring semester and intends to enroll for the following semester.

Job Type/Code	Position #	FOR PAYROLL USE ONLY			Total Units
		1 st 5 Weeks	2 nd 5 Weeks	10 Weeks	
Student Assistant (1860)					Units: _____
Int'l/Non-Citizen Assistant (1868)					Units: _____
Bridge Student Assistant (1874)					Units: _____

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

Timekeeper/Coordinators Printed Name:		Timekeeper/Coordinators Signature:	Date Signed
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"My signature indicates that I meet the listed employment criteria, and I accept this appointment as described above."

Student Employee's Signature:	Date Signed
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"I authorize this appointment."

Reports to/HEERA's Printed Name:	Reports to/HEERA's Signature:	Date Signed
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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. (EAD, I-20, I94)
- 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 EODA/HR-Customer Service Center.
- For questions or assistance, please contact the Payroll Services at payroll@cpp.edu.

FOR STUDENT EMPLOYMENT TEAM USE ONLY		
Student Affairs Signature:		Date:
EODA/CSC ONLY	<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Eligible	I9 Expiration Date:
EODA/CSC Signature:		Date:
Payroll Processed Signature:		Date:



Fill Out Form Completely

- ✓ Select the correct position/job code/s for which you are hiring.
- ✓ Select if there is a Background Check required for this position. (*Refer to Background check criteria in slide 30 and slide 31*)
- ✓ Enter Bronco ID Number and Student's Name
- ✓ Enter Correct Handshake (*Confirm that student applied to the position*)
- ✓ Enter Student's CPP email address
- ✓ Enter the EXACT effective date (*Cannot enter June 2026, for example*)
- ✓ Enter End Date (*If left blank, end date will be 8/31/2026*)



Cal Poly Pomona

Student Assistant Hire Authorization Form (SUMMER 2026)
 Student employees hired under this classification are represented by the CSUEU Collective Bargaining Agreement-Unit 15.

Department Instructions: 1) Check Academic Eligibility in Tableau, 2) Select and checkmark the correct position/job code/s for which you are hiring, 3) Select if Background Check is required, 4) Complete Hire Authorization form completely including correct position number/s, 5) Obtain Student Signature, 6) Obtain HEERA manager Signature, 7) Email completed Hire Authorization form along with screenshot of Tableau eligibility to (studenthires@cpp.edu) for processing.

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

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

Student Assistant (1860)
 International/Non-Citizen Assistant (1868)
 Bridge Student Assistant (1874)

Background Check Required: YES NO
 Completed By and Date:

Bronco ID #:		Student's Name:	
Handshake #:		Student's CPP Email:	
Effective Date:		End Date or 8/31/2026:	
Pay Rate:		Position Title:	Select Position Title ▼
Department #:		Department Name:	
		Total Weekly Hours:	

DO NOT FILL IN! This box is for Student Affairs ONLY.

Hourly Pay Rate



Cal Poly Pomona

Student Assistant Hire Authorization Form (SUMMER 2026)

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

Department Instructions: 1) Check Academic Eligibility in Tableau, 2) Select and checkmark the correct position/job code/s for which you are hiring, 3) Select if Background Check is required, 4) Complete Hire Authorization form completely including correct position number/s, 5) Obtain Student Signature, 6) Obtain HEERA manager Signature, 7) Email completed Hire Authorization form along with screenshot of Tableau eligibility to (studenthires@cpp.edu) for processing.

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

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

Student Assistant (1860) International/Non-Citizen Assistant (1868) Bridge Student Assistant (1874)

Background Check Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Completed By and Date:	
Bronco ID #:		Student's Name:	
Handshake #:		Student's CPP Email:	
Effective Date:		End Date or 8/31/2026:	
Pay Rate:		Position Title:	Select Position Title
Department #:		Department Name:	
		Total Weekly Hours:	

This does not include running personal errands as a part of the job.

- Hourly rate for student assistants should be based on the overall complexity and scope of assigned duties.
- There are no official CSU classification levels for student assistants; however, there is a general guide available on the Payroll Services website for establishing hourly rates.
- **Student Employment Salary Guidelines**
- Students are hired for a specific role and rate of pay. Rates may not be increased or decreased for the work assigned to the established rate of pay for any given job.
- Minimum wage for Student Assistants is \$16.90 per hour. Minimum wage for ISA's is \$17.86 per hour.

Please Note: Students may only be asked to perform tasks that are in the pursuit of the student's education goals and support the mission of the unit, department, and/or University.



Student Employment Salary Guidelines

ON-CAMPUS STUDENT EMPLOYMENT SALARY GUIDELINES BY JOB CLASSIFICATIONS

Student Assistant, Work Study, Non-Citizen, Bridge

CHARACTERISTIC	CLASS A	CLASS B	CLASS C
PAY RATES: \$16.90/HR EFFECTIVE 01/01/2026	\$16.90 - \$18.50	\$18.50 - \$21.00	\$21.00 - \$24.00
EXPERIENCE, EDUCATION OR SPECIAL SKILLS	Entry level, limited experience, education or job related skills.	Some job-related experience, education, or special skills required.	Must have specific job-related experience, education, and/or skills.
COMPLEXITY OF TASKS	Routine tasks requiring minimum orientation.	Assignments are generally more detailed.	Technical and/or administrative tasks requiring some reasoning or judgment. Work is varied in subject matter.
LEVEL OF RESPONSIBILITY	Limited responsibility for duration of employment.	Moderate amount of assigned responsibility. Incumbent sometimes required to make decisions and display initiative regarding completion of tasks.	Considerable responsibility requiring interpretation, reasoning and some independent judgment.
DEGREE OF SUPERVISION	Under close supervision.	Under moderate supervision.	Under minimal supervision. May assume lead responsibility.
TYPICAL DUTIES	Light typing, filing, general office clerical, answer phones, wash dishes, wait table, custodial, grounds-work, plant care, stocking, note-taking for general education courses.	Maintain computer generated documents and spreadsheets, moderate typing and clerical work, wash and sterilize equipment, set up labs, grade tests, customer service, and computer lab assistant.	Assist professors on research projects, assist in classroom instruction, counseling and advising peers, technical problem solving.
SAMPLE POSITION TYPES	Clerk, receptionist, food service, custodial, general labor, stocking.	Clerical, lab assistant, grader, note taker for core classes, internships, custodial.	Peer counselor, research assistant, working with or mixing hazardous chemicals.

Note: Please be aware certain positions have physical requirements related to mobility, dexterity, verbal communication, visual lifting of various weights, environmental conditions and/or driving privileges. Example of these positions may include, but are not limited to, maintenance, custodial, stocking, agricultural, general labor.

Instructional Student Assistants (ISA)

Effective Date	Class Title	Min Salary	Max Salary	CBID
07/01/2024	INSTRUCTIONAL STUDENT ASSISTANT (instructional, tutors, graders)	\$17.86	\$23.84	R11

Student Position Titles



STUDENT ASSISTANT POSITION JOB TITLES

Position Titles for: Student Assistants (1860), Federal Work Study (1861 and 1872), Confidential Student Assistant (1862), Non-Citizen/International Student Assistant (1868) and Bridge Student Assistant (1874)

Job/Position Title	Position Code	Job/Position Title	Position Code
Administrative Assistant	100	Office Assistant	104
Conference Aide	101	Library Assistant	105
Customer Service Representative	102	Mail Runner	106
Notetaker	103	Proctor	107
Job/Position Title	Position Code	Job/Position Title	Position Code
Commencement Worker	200	Commencement-Roustabout	203
Commencement-Info Booth	201	Commencement-Usher	204
Commencement-Intern	202		
Job/Position Title	Position Code	Job/Position Title	Position Code
Laboratory Assistant	400	Research Assistant	402
Ceramic Studio Assistant	401	Printmaking Assistant	403
Job/Position Title	Position Code	Job/Position Title	Position Code
General Laborer	500	Theater Assistant	508
Housing Custodial Assistant	501	Lifeguard	509
Agricultural Worker	502	Gallery Assistant	510
Maintenance Student Assistant	503	GMC-Video	511
Nursery Assistant	504	GMC-Lead	512
Stockroom Assistant	505	GMC-Ticketing	513
Animal Care Assistant	506	Athletic Trainer Assistant	514
Model Shop Assistant	507	Facilities/Operation Assistant	515
Job/Position Title	Position Code	Job/Position Title	Position Code
Public Relations Representative	600	Community Service Officer	602
Student Fundraiser	601	Public Relations Assistant	603
Job/Position Title	Position Code	Job/Position Title	Position Code
Resident Assistant	700	Assistant Hall Coordinator	701
Job/Position Title	Position Code	Job/Position Title	Position Code
Team Leader	800	Orientation Leader	803
Customer Service Student Leader	801	Peer Advisor	804
Lead Conference Aide	802	Social Justice Leader	805
Job/Position Title	Position Code	Job/Position Title	Position Code
Technical Student Assistant	900	Graphic/Media Assistant	903
Computer Lab Assistant	901	Web Developer	904
Desktop/Help Desk Support	902	Imaging Assistant	905



Student Assistant Hire Authorization Form (SUMMER 2026)

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

Department Instructions: 1) Check Academic Eligibility in Tableau, 2) Select and checkmark the correct position/job code/s for which you are hiring, 3) Select if Background Check is required, 4) Complete Hire Authorization form completely including correct position number/s, 5) Obtain Student Signature, 6) Obtain HEERA manager Signature, 7) Email completed Hire Authorization form along with screenshot of Tableau eligibility to studenthires@cpp.edu for processing.

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

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

Student Assistant (1860) International/Non-Citizen Assistant (1868) Bridge Student Assistant (1874)

Background Check Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Completed By and Date:	
Bronco ID #:		Student's Name:	
Handshake #:		Student's CPP Email:	
Effective Date:		End Date or 8/31/2026:	
Pay Rate:		Position Title:	Select Position Title
Department #:		Department Name:	Select Position Title
		Total Weekly Hours:	100 Administrative Assistant
			101 Conference Aide
			102 Customer Service Representative
			103 Note Taker
			104 Office Assistant
			105 Library Assistant
			106 Mail Runner

Department Instructions: Please provide the correct position number/s, per stu

Employment Eligibility Criteria: Student must have a minimum 2.0 GPA (both C 6 units (Undergrad)/3 Units (Grad Student) or be a "Bridge" student who was er 6 units (Undergrad)/3 Units (Grad Student) the previous Spring semester and inte

FOR PAYROLL

Fill Out Form Completely

- ✓ Enter Department ID Number
- ✓ Enter Department Name
- ✓ Enter the total weekly hours that the student will be working



Cal Poly Pomona

Student Assistant Hire Authorization Form (SUMMER 2026)

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

Department Instructions: 1) Check Academic Eligibility in Tableau, 2) Select and checkmark the correct position/job code/s for which you are hiring, 3) Select if Background Check is required, 4) Complete Hire Authorization form completely including correct position number/s, 5) Obtain Student Signature, 6) Obtain HEERA manager Signature, 7) Email completed Hire Authorization form along with screenshot of Tableau eligibility to (studenthires@cpp.edu) for processing.

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

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

Student Assistant (1860) International/Non-Citizen Assistant (1868) Bridge Student Assistant (1874)

Background Check Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Completed By and Date:	
Bronco ID #:		Student's Name:	
Handshake #:		Student's CPP Email:	
Effective Date:		End Date or 8/31/2026:	
Pay Rate:		Position Title:	Select Position Title <input type="text"/>
Department #:		Department Name:	
		Total Weekly Hours:	

Department Position Numbers

- ✓ Enter the correct position number next to the job code for which you are hiring.
- ✓ If you are hiring a student as a student assistant (1860) and a bridge student assistant (1874), please include both position numbers.
 - ✓ **You DO NOT need to fill in the Summer Session the student is enrolled in if applicable**

Department Instructions: Please provide the correct position number/s, per student Tableau eligibility, for each applicable session.

Employment Eligibility Criteria: Student must have a minimum 2.0 GPA (both CPP and Overall) and be currently enrolled in a minimum of 6 units (Undergrad)/3 Units (Grad Student) or be a "Bridge" student who was enrolled with the required minimum GPA and minimum of 6 units (Undergrad)/3 Units (Grad Student) the previous Spring semester and intends to enroll for the following semester.

Job Type/Code	Position #	FOR PAYROLL USE ONLY			Total Units
		1 st 5 Weeks	2 nd 5 Weeks	10 Weeks	
Student Assistant (1860)		X	X	X	
Int'l/Non-Citizen Assistant (1868)					
Bridge Student Assistant (1874)					

FOR PAYROLL USE ONLY
DO NOT FILL IN THIS SECTION

Position numbers can be obtained by contacting your departments Budget Analyst or contacting Budget Services.

[Budget Planning and Analysis Directory](#)

Department position numbers ARE NOT provided by Payroll Services

Important Note-Position Numbers

- ✓ Student Job titles may not conflict with represented job classifications.
- ✓ In addition, students are not to be given the title or role of **supervisor** as this is a violation of Title 5

Creating a New Position Number

Reasons for requesting a new position number:

- Change of chartfield string
- New student assistant position

Instructions:

- Submit completed form to Budget Services for processing. A copy will be returned to the department with the new position number.

New Student Assistant Position Number Request

Budget Forms Submission Process

Student Assistant New Position Request
(Incomplete submissions will be returned. BP&A requests are processed in order of receipt. Please allow up to 5 business days.)

Type of Request: Create Update PSN # _____ Date of Request: _____
Requestor: _____ Extension: _____ Division: _____
Dept ID & Dept Name: _____ RU: _____
Effective Date of Position: _____ Check the box to affirm that Tableau has been checked to confirm a position number with the same job code cannot be repurposed.

Position Information

"Regular" SJA CFS _____
Work Study CFS 75% Federal _____ TD001 _____
Work Study CFS 25% Division _____
(Chartfield String) _____ Account Fund Dept. ID Program Class

Type of Position

Student - Non-Citizen Status (1868) Instructional Student Assistant (1150)
 Student Assistant (1860) Instructional Student Assistant W/S (1151)
 On-Campus Work Study (1861) Instructional Student Assistant Off Campus (1152)
 Off-Campus Work Study (1872) Instructional Student Assistant Off Campus Work Study (1153)
 Bridge Student Assistant (1874)
 Bridge On-Campus Work Study (1875)
 Bridge Off-Campus Work Study (1876)

Report To

REQUIRED FIELDS - Please check with your applicable Division/AVP/Dept budget analyst/contact for this information if it is not known.
Report to PSN # _____ Report To Title: _____
Special Instructions/Reason (e.g. New Funding Source, Split-Funding, etc.): _____

Instructions:

1. Please review the active position numbers in the HR Student Assistant Position Listing Tableau Dashboard; determine if non-primary source funded positions can be repurposed. e.g. the position has not been used in more than two fiscal years or that there is no funding to support the position.
2. Submit the request to via [Budget Planning & Analysis Smartsheets](#) for processing.
3. Once the position number has been created or updated, a copy of the form will be returned to the requestor.

Note: The student has and requires a position number for all students.

BUDGET USE ONLY

PSN# _____	Job Code _____	PSN# _____	Job Code _____	PSN# _____	Job Code _____
PSN# _____	Job Code _____	PSN# _____	Job Code _____	PSN# _____	Job Code _____
PSN# _____	Job Code _____	PSN# _____	Job Code _____	PSN# _____	Job Code _____
PSN# _____	Job Code _____	PSN# _____	Job Code _____	PSN# _____	Job Code _____

F-3813
Revised
01/2023

Obtain all Required Signatures

- ✓ Obtain Timekeepers Printed Name and Signature
- ✓ Obtain Student Employees Signature
- ✓ Obtain Reports to/HEERA's Printed Name and Signature

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

<small>PRINT NAME</small>		
Timekeeper/Coordinators Printed Name:	Timekeeper/Coordinators Signature:	Date Signed

"My signature indicates that I meet the listed employment criteria, and I accept this appointment as described above."

<small>PRINT NAME</small>	
Student Employee's Signature:	Date Signed

"I authorize this appointment."

<small>PRINT NAME</small>		
Reports to/HEERA's Printed Name:	Reports to/HEERA's Signature:	Date Signed

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

Student Payroll Confirmation Email

- This is a system generated email sent to the student employee
- Automatically sent out the evening that the Student Hire form is processed in CHRS by Payroll
- Access to the Employee Center and access to enter time will be available the next day after overnight system updates

Dear `fld_FIRST_NAME`,

Congratulations on your recent appointment with Cal Poly Pomona (CPP)!

This message is to inform you that Payroll Services has completed your onboarding, and your profile is now active in PeopleSoft. Within the next 24 hours, you will be able to access the Employee Center via [MyCPP > Employee Center](#) to view your employment details, report absences, and set up direct deposit after you receive your first paycheck.

Please note: If your official employment start date is in the future, access to the Employee Center will not be available until that date.

Welcome to CPP, we're glad to have you on board!

Payroll Services

I

Student Timekeeping Summary

- ✓ Establish a review, audit, and approval process that aligns with your department or college's business model.
- ✓ Establish a practice and expectation that students record time as it is worked. **Time must not be submitted in advance.**
- ✓ Encourage student employees to access training materials on the [Student Time Reporting Website](#)
- ✓ Student Timekeepers should review submitted time each week to identify and correct errors or missed hours. Reviewing time weekly reduces the amount of auditing needed at the end of the pay period and provides enough time to make necessary corrections.
- ✓ Student Timekeepers must communicate with your Student Time Approvers that payable time is ready for approval
- ✓ Approvers must approve payable time within five days following the close of the pay period and adhere to all deadlines to avoid delays in paying student employees.

End of Employment (Separations)

Types of Separations

- Resignation
- Graduation
- Lack of Funds
- Involuntary Separation
- Separation by Payroll

Employer-Initiated Separations

All separations initiated by the employer must be handled by a **HEERA Manager**, regardless of the reason.

Final Pay Requirements (California)

Under California Labor Code: Employees must receive their **final paycheck on their last day of work** if the employer was provided **at least 72 hours' notice** of resignation.

Notice Guidance

Supervisors should advise and mentor employees that it is best practice to provide **at least two weeks' notice** prior to their final day of work.

[End of Employment-Servicenow](#)

End of Employment (Separations)

Action Required

For students graduating at the end of this semester:

- Submit an **End of Employment** ticket at least **10 days** prior to the student's last day of work.
- Since pay is **not automatically generated at the campus level**, submitting the ticket in advance ensures:
 - The student's final paycheck is accurate
 - Payment is processed and issued on time

Time Reporting Requirements

- Students must enter their time **as soon as possible**.
- The **Timekeeper** must verify hours for accuracy.
- The **Time Approver** (Reports to/HEERA) must review and approve time promptly.
 - Delays in time entry or approval may result in delays or inaccuracies in final pay.

Important Spring Dates

- Finals Week (Last Week Graduating Students May Work): May 11th -May 15th
- Federal Work-Study Last Day of Work: May 15th
- Commencement Dates: May 15th – May 17th
- Last Day of Work (All Other Spring Appointments): May 31st

[End of Employment-Servicenow](#)

Department of Labor

CA Labor Code Section 201

Final paychecks must be accurate and timely.

The University was required to appear at the Department of Labor Commission's Office for a hearing to review evidence.

University owed 3-times the original amount. This case is now on file for the University with the Department of Labor.

All penalties and wages were charged to the hiring Department.

Student Accounting & Cashiering Services

2026 Student Pay Schedule

Pay Period	Begin Date	End Date	Last day Students can enter time in Peoplesoft	Last date Departments can enter and approve time in Peoplesoft	Positive Payday
December 2025	December 02	December 31	January 05, 2026	January 07, 2026	January 15, 2025
January 2026	January 01	January 29	February 02	February 06	February 16
February 2026	January 30	February 28	February 28	March 05	March 16
March 2026**	March 01	March 31	April 05	April 05	April 15
April 2026	April 01	April 30	April 30	May 05	May 15
May 2026	May 01	May 31	May 31	June 05	June 15
June 2026	June 01	June 30	June 30	July 05	July 15
July 2026	July 01	July 30	July 30	August 04	August 14
August 2026	July 31	August 31	August 31	September 05	September 15
September 2026	September 01	September 30	September 30	October 05	October 15
October 2026	October 01	October 31	October 31	November 05	November 16
November 2026	November 01	December 01	December 01	December 06	December 15
December 2026	December 02	December 31	December 31	January 05, 2027	January 15, 2027

** Effective with the March 2026 pay period, the last day to enter and approve time in PS CHRS will be 5 calendar days after the pay period ends, including weekends and holidays.

Paycheck Coordinators:

- Will need to pick up paychecks between 9:00 a.m. and 10:00 a.m. on payday. Checks will be available at window 4
- Ensure you and/or your backup are available to pick up all checks
- Checks not picked up from the department within **30 days** can be returned to the Cashier's office with documentation of attempts to reach the student.
- Once checks are picked up by the department, they can be released to the employee

Reminder to your Student Employees:

- Ensure students update their mailing address before the semester ends.

Workers Compensation

Student employees who are injured while working and require medical assistance should not be referred to Student Health Services on campus. (This will only delay getting the student the medical assistance they need).

Reporting, forms and additional information are available here [Workers' Compensation Webpage](#)

Emergency: Dial 911 from any campus phone or call 909-869-3070 from any campus phone to reach the University Police dispatcher.

Non-emergency: Complete a medical authorization form and provide the form to the injured worker for treatment at one of these [Industrial Clinics](#)

Please contact the Workers' Compensation Office via workerscomp@cpp.edu or call 909-869-3725 for assistance (or campus police if after hours)

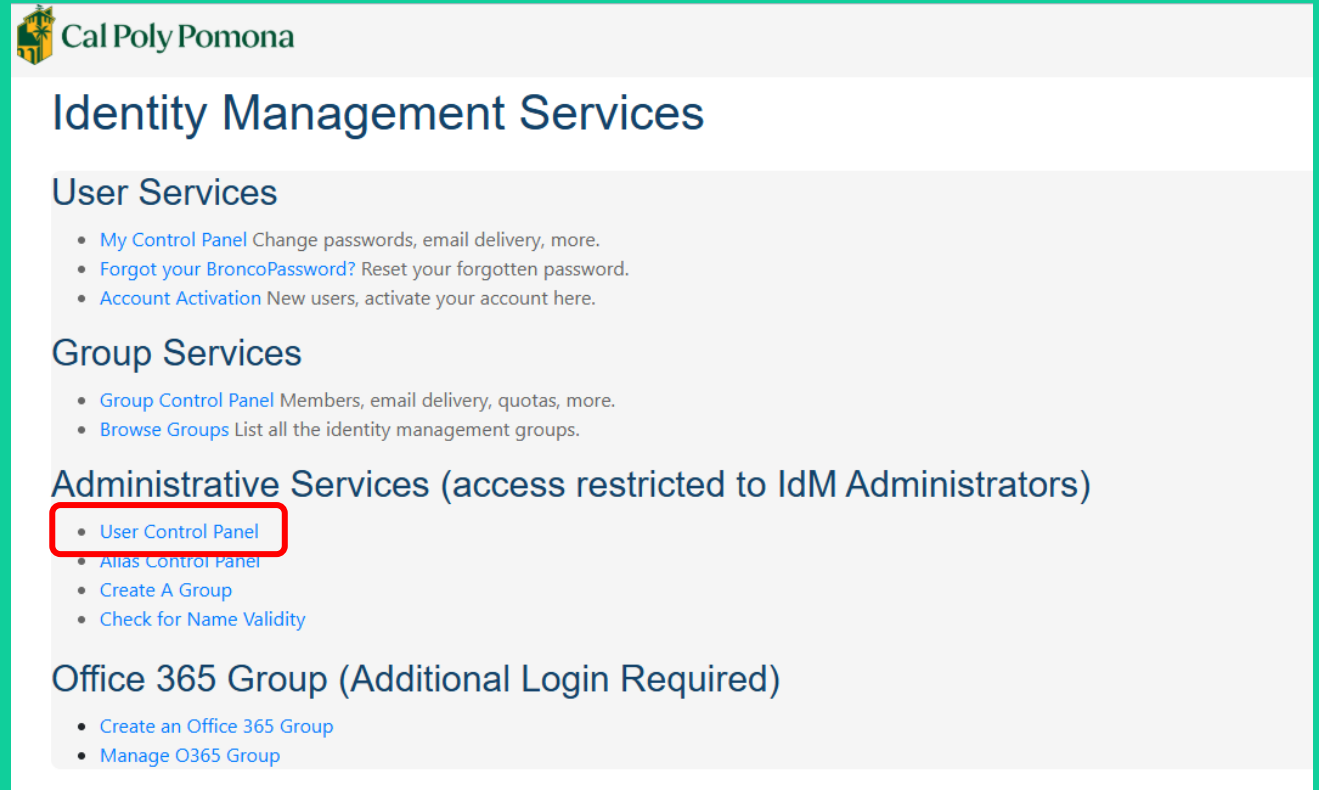
The screenshot displays the 'EODA / HR Ops | Employee Services' website. The navigation bar includes 'My Tickets', 'Agent Workspace', 'IT Help', and 'Logout'. The breadcrumb trail shows 'Home > Employee Services > Worker's Compensation'. A search bar is located in the top right. The main content area is titled 'Worker's Compensation' and features a left-hand navigation menu with categories such as 'Accessibility & Reasonable Accommodations', 'Compensation & Classification', 'Education Benefits', 'Employee/Labor Relations & Compliance', 'EODA/HR Ops Systems', 'Equal Employment Opportunity', 'General Help', 'Health Benefits & Coverage', 'Learning & Development', 'Leave of Absence', 'Payroll', 'Performance Management', 'Retirement', 'Student Employment', 'Talent Acquisition', and 'Worker's Compensation'. The main content area contains several cards for various forms and resources, including 'Authorization Form', 'Managers/Supervisors Repo...', 'Personal Physician Pre-Desi...', 'Secure Workers' Compensa...', 'Transitional Work Plan', and 'Workers' Compensation Cla...'. Each card includes a brief description and a 'View Details' link.

[WC Forms](#)

[WC Manager Resources](#)

Confidentiality Statement for Student Workers

- Login into [Identity Management Services](#)
- Click on “User Control Panel”
- Log In (If not already logged in to mycpp)
- My Control Panel-Find User
- Enter Bronco Name, BID, First and Last name
- Under the Summary Tab, go down to Policies and click on the document (SOCstudent, 1.0) Policy is clickable for student to accept.
- Students should provide proof of policy acceptance to the department.



Cal Poly Pomona

Identity Management Services

User Services

- [My Control Panel](#) Change passwords, email delivery, more.
- [Forgot your BroncoPassword?](#) Reset your forgotten password.
- [Account Activation](#) New users, activate your account here.

Group Services

- [Group Control Panel](#) Members, email delivery, quotas, more.
- [Browse Groups](#) List all the identity management groups.

Administrative Services (access restricted to IdM Administrators)

- [User Control Panel](#)
- [Alias Control Panel](#)
- [Create A Group](#)
- [Check for Name Validity](#)

Office 365 Group (Additional Login Required)

- [Create an Office 365 Group](#)
- [Manage O365 Group](#)

PLEASE DO NOT FORWARD THIS CERTIFICATION/ACCEPTANCE NOTICE TO PAYROLL SERVICES.

Sample of Confidentiality Statement



Cal Poly Pomona
3801 W. Temple Avenue
Pomona, CA 91768-4008
(909) 869-3700 Phone
(909) 869-4757 FAX

Name:

Bronco Number:

Accepted Date: 2/23/2020 4:18:37 PM

Confidentiality Statement - Student Workers

I understand that I may require access to Confidential Personal Information, and that such access is relevant and necessary in the ordinary course of performing my job duties at Cal Poly Pomona. Confidential Personal Information includes, but not limited to the following data: Social Security Number (SSN), Date of Birth (DOB), home address, home phone number, physical description, medical history, gender and ethnicity. I understand this confidential information may be obtained in a variety of formats, including data that is accessible through the PeopleSoft Human Resource System.

I understand that I am being granted access to information and data (accessible through the PeopleSoft Human Resource System) based on my agreement to comply with the following terms and conditions:

- I will comply with the state and federal laws and University policies that govern access to and use of information contained in employee, applicant, and student records, including data that is accessible through the Human Resource Information System. While a current summary is attached, state and federal laws may be revised that may necessitate additional training and requirements.
- My right to access information and/or data is strictly limited to the specific information and data that is relevant and necessary for me to perform my job-related duties.
- I will maintain the privacy and confidentiality of the information and data that I obtain, including its storage and disposal.
- Before sharing information or data with others, electronically or otherwise, I will make reasonable efforts to ensure that the recipient is authorized to receive that information or data. I will sign off the Human Resource Information System prior to leaving the terminal/PC.
- I will keep my password(s) to myself, and will not disclose them to others unless my immediate supervisor authorizes such disclosure in writing.
- I understand that if I intentionally misuse personal information or data that I obtain through my employment, I will be subject to disciplinary action up to and including termination.
- I certify that I have read this Access and Compliance Form, I understand it, and I agree to comply with its terms and conditions.

Miscellaneous

Employment Eligibility Exceptions

- Low GPA-VP approval required. Please contact me for more details. vtolasco@cpp.edu

Students Driving on University Business

- Before authorizing a student assistant to drive any vehicle on university business they must comply with the following requirements/steps:
 - Possess a valid California Driver's License
 - Enroll in the Employer Pull Notification Program
 - Complete Defensive Driver Training
 - Complete Authorization for Use of Personal Vehicle
- Note that 'vehicle' includes but is not limited to the employee's personal vehicle, rental vehicle or state vehicle (ie. car, truck, van, electric cart, farm equipment, etc.)
- Driving on University Business

Environmental Health and Safety Training

- Student may be required to complete
- EHS Student Safety Training

W-2's

- Issued and mailed directly to the student from the State Controllers Office in January

Document Retention

- All student employment documents (job offer forms, work schedules, timesheets, etc.) are retained for a **minimum of ten years** in the department.

Miscellaneous Continued

Holidays

- Not eligible

Jury Duty

- For Instructional Student Assistants only. Student employees who are under bargaining unit 15 are not eligible.

Meal Periods (Employer Responsibilities)

- Relieve the student assistant of all duties for the period
- Permit the student assistant a reasonable opportunity to take an uninterrupted meal period
- Student assistants must be provided a meal period before the end of the 5th hour of work, if applicable.

Breaks and Meal Periods

- Students working **more than 4 hours** must be given a paid 15-minute break
- Students working **less than 6 hours** must be given a paid 15-minute break and a 30-minute unpaid lunch break. The meal period may be waived by mutual consent of both the employer and employee. (This can be documented in an email communication between the department and the student employee in case an issue arises.)
- Students working **6 hours or more**, must be given a paid 15-minute break and a 30-minute unpaid lunch break
- Students working **8 hours** must be given 2 paid 15-minute breaks and a 30-minute unpaid lunch break
- Supervisors may determine when breaks are to be taken. However, lunch period should be taken mid shift. *For example, the student is scheduled to work from 8am to 3pm. They should take their lunch between 11:30 and 12:30pm.*
- **Unused breaks are not cumulative or eligible for extra pay**

Absences

- The department provides instructions to the student for reporting absences according to procedures established by the department.

Important Dates and Upcoming Changes

Spring Employment End Dates:

- Last day to work for Spring for FWS: May 15th
- Last day to work for all other Spring appointments: May 31st

Summer Employment Start Dates:

- For those who worked in the Spring: June 1st
- For those who did not work in the Spring/New Hires: May 18th

Summer 2026 Class Session Dates:

- 10 Week Session: June 3rd –August 7th
- 1st 5 Weeks Session: June 3rd –July 3rd
- 2nd 5 Weeks Session: July 9th - August 7th
- Summer Appointment end date for all- August 31st

Upcoming Changes to the Student Hiring Process to begin Fall 2026

- There will be 2 workshops
- Upcoming workshops will be held in mid July. Workshop dates TBD.
 - One workshop will cover the changes for hiring student assistants (1860, 1868) and FWS (1861, 1872).
 - The other workshop will cover the changes for hiring Instructional Student Assistants (1150, 1151, 1153) in the TAE (Temporary Academic Employment) module in CHRS.



Questions?

**Thank you for
participating**