

Student Employment Workshop

Academic Year 2026-2027

Student Employment Team and Responsibilities

Student Affairs-Student Hires

- Reviews and approves job postings in Handshake, and assists with Handshake employer accounts
- Screen job postings for EEO compliance, Initiate Background checks if required

Department Contact: Gloria Quintana-Jimenez: studenthires@cpp.edu

Financial Aid-Federal Work Study Program

- Advise students on FWS eligibility
- On-board Federal Work Study employers

Department Contact-Lupe Linares or Bettie Quiroz: workstudy@cpp.edu

HR Customer Service Center

- Process Rehires by verifying employment eligibility and I-9 compliance
- Schedule and conduct onboarding appointments for New Hires to complete required forms and I-9

Department Contact-HR CSC Team: hrrscsc@cpp.edu

Payroll Services

- Process all student employees into CHRS
- Process all student pay rate changes, funding source changes

Department Contact-Veronica Nolasco: vnolasco@cpp.edu

New Payroll Staff Member-Martha Bolton

- Oversee student timekeeping system
- Process all monthly student time and pay adjustments

Department Contact-Carlie Zamora: carliezamora@cpp.edu



Workshop Agenda

- What's new for Fall 2026?
- What is Handshake? Overview
- Step 1: Prepare and Post Job on Handshake
 - Student Background Checks, Federal Work Study Overview, Job Codes Overview
- Step 2: Interview and Candidate Selection
- Step 3: Verifying Academic Eligibility in Tableau
- Step 4: (NEW PROCESS) Submit Student Employment Request form/s via Smartsheet
 - Creating New Position Number, Position Titles, Hourly Pay Rate, and Salary Guidelines
- New Student Employment Request Form Demo
- HR CSC-New Hire and Rehire Process Overview
- Student Employment Confirmation Email-Payroll Processed
- Student Timekeeper Training Overview
- Student Timekeeping Best Practices
- End of Employment (via ServiceNow Ticket)
- Student Accounting and Cashiering. Paycheck Pick up and Paydays
- Workers Compensation
- Confidentiality Statement
- Miscellaneous Items
- Important Dates
- Questions

What's New for this Year?

Federal Work Study Program 2026-2027 Academic Year

- FWS will pay 85% of student earnings and the department will pay 15%. (85/15).
 - *Previously for 2025-2026 it was (75/25).*

Modernization of the Student Hire Form Submission Process

- The new student hire submission process will be effective for **Fall 2026** hiring.
- All student hire requests must be submitted through the new “**Student Employment Request Form**” in **Smartsheet**.
- We will no longer be using multiple paper/pdf forms
- **Smartsheet** provides automated notifications throughout the hiring process, allowing departments to track the status of each student hire.
- A demonstration of the new submission process will be provided later in today's presentation.
- The **Student Employment Request Form** is now live, and departments may begin submitting **Fall 2026** student hire requests.
- **Student Employment Request Form**

Student Employment Request Form



Student Employment Request Form

Please use the Student Employment Request Form to submit requests to hire:

Fall and Spring

- **Regular**
 - 1860 - Student Assistant
 - 1868 - Student - NCS
 - 1150 - Instructional Student Assistant
- **Federal Work Study**
 - 1861 - Student Trainee, On Campus Work Study
 - 1151 - Instructional Student Assistant, On Campus Work Study

Summer

- 1874 - Bridge Student Assistant

What's Happens Next?

Once submitted, your request will be routed through the appropriate review and processing workflow.

- **Financial Aid Office (Federal Work Study Only):** Federal Work Study requests will first be reviewed by the Financial Aid Office to verify the student's Federal Work Study eligibility and award status before continuing through the hiring process.
- **Student Hires (Student Affairs):** Student Hires will review the

Speak to fill

Fields marked with an asterisk (*) are required.

Request & Student Information

Requestor Name *

Requestor Email *

Student Employment Type: *

- ☐ 1150 - Instructional Student Assistant (Fall & Spring)
- ☐ 1151 - Instructional Student Assistant, On Campus Work Study (Federal Work Study)
- ☐ 1860 - Student Assistant (Fall & Spring)
- ☐ 1861 - Student Trainee, On Campus Work Study (Federal Work Study)
- ☐ 1868 - Student - NCS (Fall & Spring)
- ☐ 1874 - Bridge Student Assistant (Summer)

Student Employee Name *

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
- Available to On-Campus and Off-Campus Employers
- Accounts are available for all students-they just need to login to activate!



Handshake Services for Students

Handshake is free to all students

- Apply to jobs (part time and full time; on and off campus)
- View 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 have access up to one year after they graduate
- If an alumni wants to continue Handshake access after that year, they will need to sign up for an Alumni account.
- [Alumni Career Services](#)

Handshake For On-Campus Employers

Handshake is free for On-Campus Employers

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

Student Employment Guidelines for Handshake

- All 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
- Students must apply to the position in Handshake
- These guidelines ensure compliance with Equal Employment Opportunity (EEO)

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.

Equal Employment Opportunity



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[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](#)

Handshake Roles

OWNER:

Considered to be the Administrator of the Department/Company profile

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

RECRUITER:

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

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

CONTACT:

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

TIP: Make the owner email address of your department's company profile a general email address in the event of staff changes

Example of Handshake Roles

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
Sonya Zhang	xzhang@cpp.edu	Dr.
Zhongming Ma	zma@cpp.edu	Professor, CIS

Verify Your Handshake Account

Confirm that you have an active account

- Be sure that you are connected to the correct company or department profile
- Confirm that you have the correct assigned role

If you are an Owner, you can update your company profile

- Confirm that your company or department name and email are correct
- Verify and/or edit staff roles
- Add/remove teammates/staff
- Upload/Update logo
- Upload documents, such as Student Application, Supplemental Form, etc.

If you are a Recruiter

- Begin Posting jobs
- Review student applicants

Handshake Access

To log into Handshake, sign in to your MyCPP Account > Online Services>Click on Handshake

Cal Poly Pomona | MyCPP

Home Employee Center Online Services My Tab My Tab

Online Services/Links

To add an online service or link to your Favorites list, click on the star. Your Favorites will appear at the top of the MyCPP homepage.

All Academic Housing Software and Tools Support Finance Campus Life Misc

Find a service...

22 links returned.

 Ask Billy Get answers to many questions from Billy Bronco	 Bronco Mentoring Network Career-mentoring and advice-sharing network to connect with others in the...	 Bronco Scholarship Portal Online application that allows newly admitted and currently enrolled stude...	 Career Center Each path to career success is unique. Cal Poly Pomona can help you find yo...	 ChatGPT Edu ChatGPT is an AI-powered chatbot that generates human-like text responses...	 CPP Parker Dewey Micro-Internships	 Daily Health Screening Questionnaire
 DRC Online Services Integrated online system for students to access their accommodations	 eHelp Find answers to all your IT related questions.	 Employee Services Find HR related forms and frequently asked questions.	 Focus 2 Career & Education Planning System for College Students	 GoInGlobal - Country Career Guide Comprehensive career and employment resources tool kit filled with everythi...	 GoInGlobal - USA/Canada City Career Guide Learn how to advance your career in the U.S./Canada area.	 Handshake Career Center's powerful recruiting platform.
 IT Service Desk Find out the answer to all your IT related questions.	 My Health Portal Make limited medical appointments, send questions about medical issue...	 PageUp Job Applicant Tracking System	 Portfolio Prove your skills and launch your career using Portfolio.	 StudentLingo Interactive skills workshops, action plans, and resources focused on help...	 The Care Center Connect with resources for housing, food and emergency assistance.	 VMock VMock Smart Resume

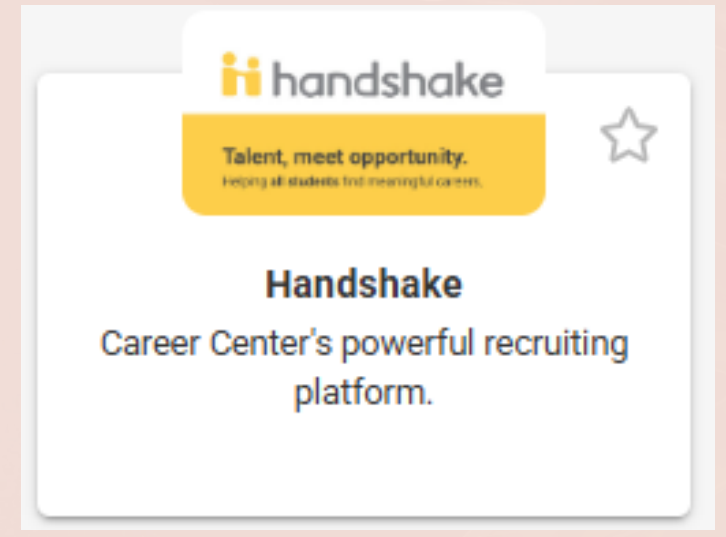
Handshake Employer Step by Step Guide is available



How to Log in to Handshake?

If you are new to Handshake or Cal Poly Pomona, you will need to create an Employer Account

- Log into Handshake through your MyCPP Account > Online Services>Click on app
- 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



Step 1: Prepare and Post Job on Handshake

Job Posting Checklist:

- ☐ Prepare the Job Description (Sample on slide 16)
- ☐ Determine criteria and preferences (Major, class standing, etc.)
- ☐ Total number of positions available
- ☐ Determine if a background check is required
- ☐ Determine if you are hiring a student assistant (1860) or an instructional student assistant (1150).
- ☐ If you are hiring for a FWS position (1861 and 1151) the student will also need to be hired as a stateside student assistant or stateside instructional student assistant. Having the additional 1860 or 1150 appointment available, provides an alternate position to pay the student, should their work-study funds become depleted or there is a need to submit additional hours.
- ☐ Determine the Length of Employment (Academic Year, Fall only or Spring only)
- ☐ Effective start and end dates should be exact dates.
- ☐ Determine the Rate of Pay
- ☐ Who will be the department contact. (Typically, the timekeeper)

Job Description-Sample

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.

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](#).



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 Background Checks-Continued

What is level 1 data? Confidential information such as:

- 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

Student Background Checks-Continued

Does the student's background check need to be renewed?

After the successful completion of a student background check, renewal is not needed unless:

- A student is hired into a new position requiring a background check and then has a break in service of one semester or longer after their original first twelve (12) months of employment.
- A student is rehired in the same position, and the student had a break in service for more than 12 months, regardless of when the previous background check was done.
- A summer-only student employee is hired or rehired in the same position and has a break in service for an entire summer.
- If additional sensitive duties warrant a different type of background check that was not conducted previously, the appropriate background check should be conducted upon re-hire.

IMPORTANT! Please remind your students to be on the lookout for an email from ACCURATE that will require action and the submission of documents. Students only have 10 business days to complete the request, otherwise a new background check would need to be submitted.

Hiring Dept_Background Checks

What is Federal Work Study?

The Federal Work Study Program is a financial aid program that promotes part-time employment for undergraduate, credential and graduate students to help finance their education. By participating in the Work-Study Program, your department can hire student workers and obtain a subsidy for a portion of the students' wages.

Benefits to the Student

By participating in the Work Study Program, you can help students avoid increasing their student loans by earning part of their college costs. In addition to the financial benefits, students can gain valuable work experience and develop transferable skills while in school, putting them in a stronger position to pursue graduate school and /or employment opportunities when they graduate.

Benefits to the Employer

Departments can employ Cal Poly Pomona students for a portion of the cost with the Work Study subsidy! As an on-campus employer, you have access to a talented pool of job applicants that bring with them diverse personal, academic and career interests that can meaningfully contribute to meeting your departments business needs.

You can find more FWS information on [Office of Financial Aid & Scholarships Website](#)

Division Allocation Model

The Division Allocation Model distributes Federal Work-Study (FWS) funding across campus divisions (e.g., Academic Affairs, Student Affairs, Administrative Services) to ensure equitable funding and maximize student employment opportunities.

1. Department/Division Budgets

- Each division receives a portion of the campus-wide FWS funding.
- Division Vice Presidents (or their designees) determine how funds are distributed among departments.
- Departments are responsible for managing their allocations throughout the year.
- If a department exhausts its allocation:
 - Request additional funding from the division, **or**
 - Transition the student to a Student Assistant position.
- Departments are responsible for **100%** of wages that exceed their approved FWS allocation.

2. Department Cost Share (Match)

- For 2026-2027, models requires a **15% departmental match** to maximize the use of FWS funding. FWS will pay 85% of student earnings and the department will pay 15% (85/15). Previously for 2025-2026 it was (75/25).

3. Timeline & Funding Process

- **End-of-Summer:** Initial division allocations are distributed
- Departments submit **FWS hire forms** based on their available funding (submitted via Smartsheet process)
- Unused funds may be reallocated during the academic year to support departments with additional hiring needs

Campus FWS Allocation → Division Allocation → Department Hiring → Allocation Reallocation

Job Code/Position Type

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

Student Job Classifications

Student Assistant

Federal Work Study

Non-Citizen (International Student) Student Assistant

Instructional Student Assistant

Instructional Student Assistant/FWS (On campus)

Job Code

1860

1861

1868

1150

1151



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 (2.0) 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 (letter) from the campus employer. (This is provided by the hiring department.)

DREAM Act (Non-Citizen) Students: 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.

CSU Classification and Qualification Standards

For Student Assistants (1860) and International/NC Assistants (1868) CBA Unit 15

CSU The California State University

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.

CSU Classification and Qualification Standards

For Student Trainee, On Campus Federal Work Study (1861) CBA Unit 15

CSU The California State University

Classification and Qualification STANDARDS

Student Trainee, On-Campus Work Study

*Class Code: 1861
Date Established: 09-02-65
Date Revised: 07-01-25*

OVERVIEW:

Under immediate supervision and in accordance with the provisions of the Work-Study Program of The California State University and Colleges, incumbents in this classification engage in part-time work (or full-time work during break periods) for a CSU campus or auxiliary organization.

TYPICAL ACTIVITIES:

Works part-time (or full-time during break periods) in a job assignment on a CSU campus or for a CSU auxiliary organization. May be assigned work in any of the positions provided under this program by the campus or by the auxiliary organization.

MINIMUM QUALIFICATIONS:

- Admission or registration as a student of a college or university on at least a half-time basis.
- Must meet the eligibility requirements of the Work-Study Program as determined by the campus' Financial Aid Office.
- Must have the necessary knowledge and abilities required by the campus or auxiliary organization to adequately perform the duties of the assignment.

COMPENSATION:

The specific salary rate is to be determined by each campus after consideration of appropriate and reasonable wage rates for the type of work being performed, geographical region, and proficiency of the employee, and in consideration of prevailing wage rates within the community for work assignments comparable to those for college students under the Work-Study Program.

CSU Classification and Qualification Standards

For Instructional Student Assistants (1150), ISA, On Campus FWS (1151) CBA Unit 11

CSU The California State University

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.

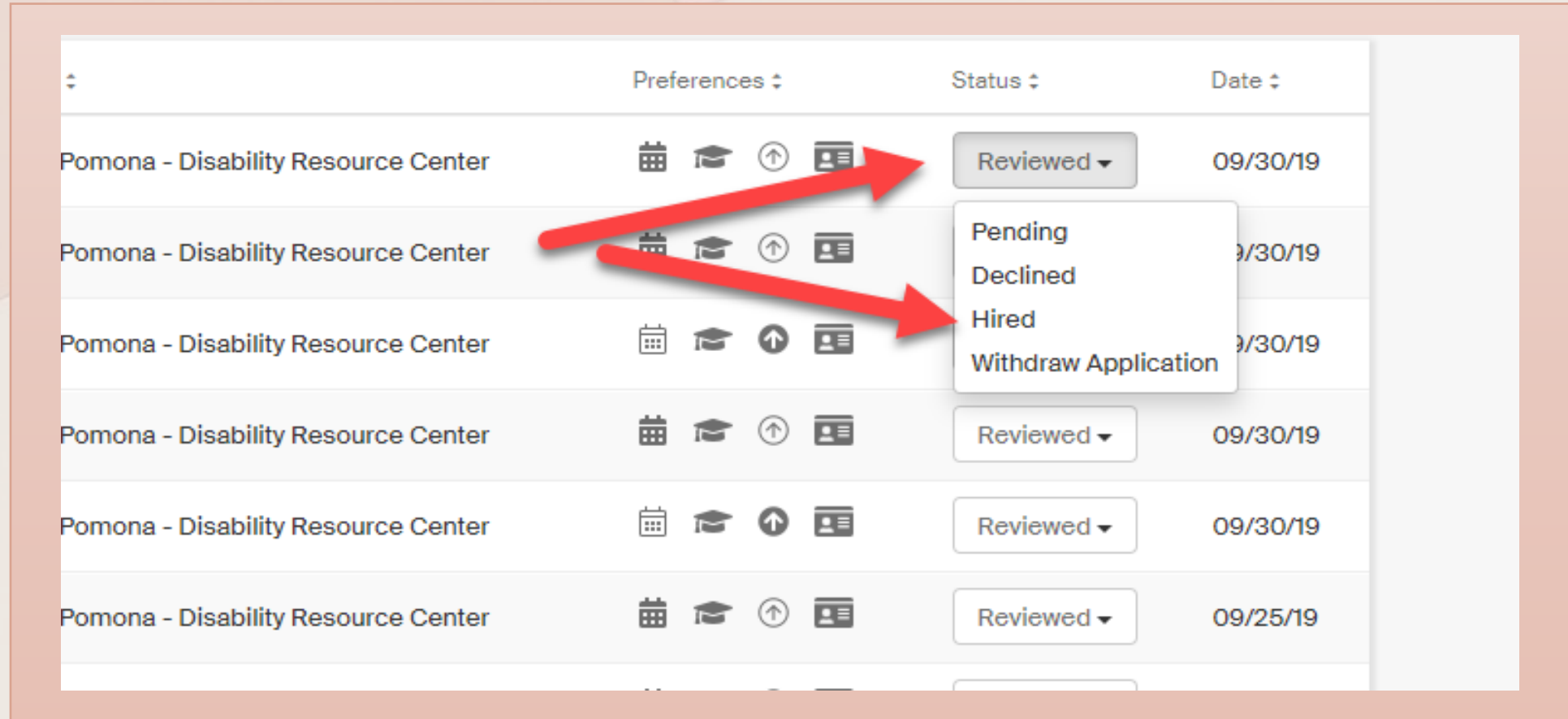
Special Qualifications:

- ◆ 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.

Step 2: 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 recommended interviewing at least 3 candidates per job posting
- Once you have selected the candidates that you are going to hire, please make sure to log in to Handshake and change the student's status from "reviewed" to "hired". (Example on following slide)

Handshake Reminder!



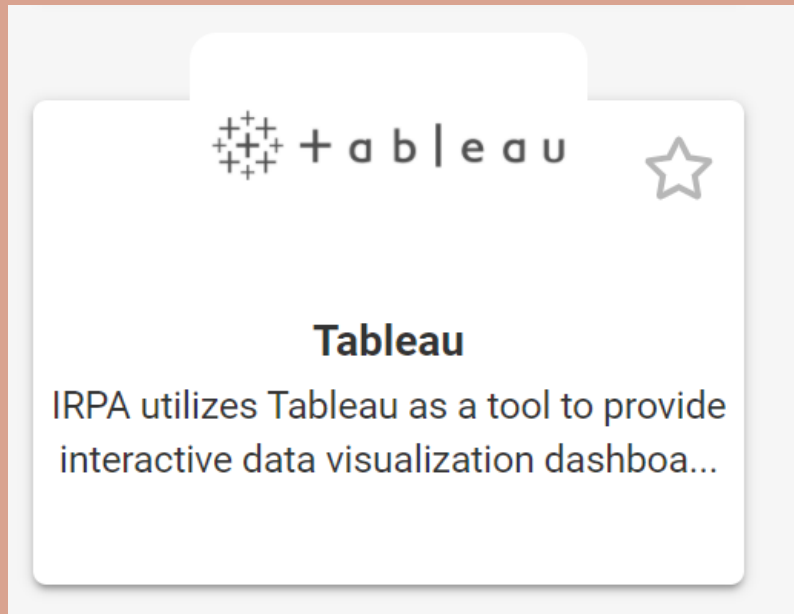
The screenshot shows a table of job applications in the Handshake system. The table has columns for 'Preferences', 'Status', and 'Date'. A dropdown menu is open for the 'Status' column of the second row, showing options: 'Pending', 'Declined', 'Hired', and 'Withdraw Application'. Two red arrows point from the 'Preferences' icons of the first and second rows to the dropdown menu.

	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	   		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!

Step 3: Verify Academic Eligibility in Tableau

To log into Tableau: My CPP > Online Services > Tableau > Student Employment Eligibility



Student Employment Eligibility as of July 27, 2026

BID/Student

Applied Grad Term
F 2026

	Winter Intersession 2026	Spring Semester 2026	Fall Semester 2026
Student Assistant (SA)	✗	✓	✓
International Assistant (IA)	✗	✗	✗
Instructional Student Assistant (ISA)	✗	✓	✓

✓ student meets the eligibility criteria
✗ student is not eligible

Enter the Student's BID number
Green check marks = Eligible to work

Please Note: Work Study information is no longer available in Tableau, however the Tableau screenshot is required with each hire form.



Step 4: Submit Employment Request form/s

Student Employment Request form (Required Fields)

- ☐ Requesters Name and Email Address
- ☐ Select the correct Employment Type (1860, 1150, etc.) and Term for which you are hiring (Fall and Spring, Fall Only, etc.)
- ☐ Student Employee's Name, Bronco ID (**do not use CHRS ID**) and Students CPP Email Address
- ☐ Rehire? Yes or No
- ☐ Background check required? Yes or No
- ☐ Will this student be hired under a FWS appointment? Yes or No (**For Federal Work Study hiring-All students hired in a FWS position, must also be hired in a stateside position**)
- ☐ Select Job/Position Title from Dropdown List (Department Position Title)
- ☐ Enter Handshake #
- ☐ Enter CHRS Position # (If you are hiring for both stateside and FWS positions, an additional CHRS Position # box will appear)
- ☐ Select Division Name from Dropdown List
- ☐ Select Department Name and ID number from Dropdown List
- ☐ Enter Effective Start Date and Effective End Date (Effective date should be within the pay period or in the future)
- ☐ Hourly Pay Rate and Total Weekly Hours
- ☐ Enter Job Duties and Responsibilities
- ☐ If FWS, Enter the Work Study Term and Award Amount
- ☐ Heera Managers Name and Email Address, and Timekeepers Name and Email Address
- ☐ Upload Screenshot of Tableau Eligibility
- ☐ Certify and Submit

Student Employment Request Form

Incomplete information and/or missing Tableau eligibility will be rerouted to Requester for revision and will not be processed

Creating a New Position Number

Reasons for requesting a new position number:

- Change in chartfield string
- New student assistant position

Instructions:

- Complete and submit form to Budget Planning 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" S/A CFS _____

Work Study CFS 75% Federal _____

Work Study CFS 25% Division (Chartfield String) _____

Account Fund Dept. ID Program Class

_____ TD001 _____ _____ _____

Type of Position

☐ Student - Non-Citizen Status (1868)

☐ Student Assistant (1860)

☐ On-Campus Work Study (1861)

☐ Off-Campus Work Study (1872)

☐ Bridge Student Assistant (1874)

☐ Bridge On-Campus Work Study (1875)

☐ Bridge Off-Campus Work Study (1876)

☐ Instructional Student Assistant (1150)

☐ Instructional Student Assistant W/S (1151)

☐ Instructional Student Assistant Off Campus (1152)

☐ Instructional Student Assistant Off Campus Work Study (1153)

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 hire card 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

Job Position Titles

The job/position title is the actual position that the student is performing within the department.

Important Note! Student job/position 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.

Job/Position Title - SA *

Administrative Assistant - 100
Agricultural Worker - 502
Animal Care Assistant - 506
Assistant Hall Coordinator - 701
Athletic Trainer Assistant - 514
Ceramic Studio Assistant - 401

CHRS Position # *



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

Position Titles for: Instructional Student Assistant (1150) and Instructional Student Assistant/Federal Work Study (1151 and 1153)

Job/Position Title	Position Code
Instructional Student Assistant	300
Grader	301
Tutor	303

Determining the Hourly Pay Rate

- 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 into a specific position at an established rate of pay. Pay rates may not be increased or decreased while performing the duties assigned to that position.
- Minimum wage is currently \$16.90 per hour for SA and FWS. Minimum wage for ISA's is \$17.86.
- Please Note: Students may only be asked to perform tasks in the pursuit of the student's education goals and support the mission of the unit, department, and/or University. This does not include running personal errands as a part of the job.



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

A decorative background featuring several long, slender green palm fronds arranged diagonally across a light pink surface. A semi-transparent dark green rectangular box is positioned in the center, containing the title text in white.

Student Employment Request Form Submission Demo



Approval Notification Example

Subject Line: Student Employment Form has been submitted, {{Student Employee Name}}

Hello {{Student Employee Name}},

A Student Employment Appointment request has been submitted for processing. To continue the workflow, please review and confirm that all submitted information is accurate.

Employee Name: {{Student Employee Name}}

Bronco ID: {{Student Bronco ID}}

Email Address: {{Student CPP Email}}

Student Employment Type: {{Type of Student Employment}}

Handshake #: {{Handshake #}}

Position #: {{CHRS Position #}}

Position Title: {{Position Title}}

Department Name: {{Department Name}}

Start Date: {{Effective Start Date of Appointment}}

End Date: {{Effective End Date of Appointment}}

Hourly rate: {{Hourly Pay Rate \$}}

Total Weekly Hours: {{Total Weekly Hours}}

HEERA Manager: {{HEERA Manager Name}}

Timekeeper: {{Timekeeper Name}}

Additional Info when FWS is required

FWS Award Allocation Per Semester:

Fall \$: {{FWS Award Fall \$}}

Spring \$: {{FWS Award Spring \$}}

If you identify any issues or corrections needed, please contact the appropriate department representative or reply to this email for assistance.

Thank you,

Cal Poly Pomona

IMPORTANT REMINDERS!

- ✓ Remind your student employees, student timekeepers and Heera managers, to check their email notifications regularly. They will receive a Smartsheet notification to their CPP email, and they will need to select [OPEN REQUEST](#).
- ✓ They should review the information is correct, and then select [APPROVE](#).
- ✓ Each approval step must be [APPROVED](#) otherwise the process will not move forward to the next step!

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?



CSC-Process Overview for New Hires and Rehires

HR 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 Student 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 Student 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



hrscsc@cpp.edu

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



Cal Poly Pomona

Student Employment Payroll Confirmation

- ✓ After Payroll has processed the student employee into CHRS, a system generated email will be sent to the student. (Sent out the evening after the student was processed).
- ✓ Access to the Employee Center/Timesheet is available the next day after overnight system updates



Dear

Payroll Services has completed the hire process for your new student employment appointment.

You now have access to enter your time worked on the electronic timesheet located on [MyCPP > Employee Center > Login To CHRS](#). Work hours are to be reported daily as the work is performed. In accordance with the IRS guidelines and CSU policy, you may **NOT** work more than 20 hours per week in all combined campus jobs while classes are in session. The work week is from Sunday 12:00AM – Saturday 11:59PM. For instructions on how to enter your time worked, please refer to the [Student Employee Time Reporting Training Guides](#) available on the [Payroll Services website](#).

NOTE: PLEASE FORWARD THIS COMMUNICATION TO YOUR DEPARTMENT TIMEKEEPER/SUPERVISOR.

Payroll Services

Department Name: Project Rebound

Job Effective Date: 2026-06-08

Job Code: 1860

Job Title: Student Assistant

Empl Rcd Nbr: 0

Department Name: Project Rebound

Job Effective Date: 2026-07-09

Job Code: 1874

Job Title: Bridge Student Assistant

Empl Rcd Nbr: 1



Student Timekeeper Training

Student timekeepers are required to review the “Timekeeping Training for Student Employees” to be able to request access as a timekeeper.

This is a self-service training guide and is available on the [Student Timekeeper and Approver Webpage](#)



After reviewing the Timekeeping Training guide, please use the link below to request access.

[ServiceNow_Timekeeper HR Access Request](#)

Student Timekeeping Best Practices

- ✓ 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, separating 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 a best practice to provide **at least two weeks' notice** prior to their final day of work.

End of Employment (Separations)

ACTION REQUIRED:

For students graduating at the end of the Summer term or Fall 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.

[End of Employment-Servicenow](#)

CA Department of Labor Code 201

- 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 and Cashiering Services

Paycheck Coordinators:

- Will need to pick up paychecks from 9:00 a.m.-10:00 a.m. 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.

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.



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 Cal Poly Pomona Employee Services portal. The top navigation bar includes the Cal Poly Pomona logo, 'EODA / HR Ops', and 'Employee Services'. A search bar is located on the right. The main content area is titled 'Worker's Compensation' and features a sidebar with 'Catalog Item Categories' and a list of items with descriptions and prices.

Item	Description	Price
Authorization Form	Referring the employee for non-emergency medical evaluation and treatment	
Managers/Supervisors Report of Employee Injury or Illness	Complete and submit form to Workers' Compensation within 24 hours of your notice	
Personal Physician Pre-Designation Form (Chiropractor or Acupuncturist)	Submit prior to a work-related injury/illness and physician must agree to be pre-designated	
Personal Physician Pre-Designation Form (M.D. or D.O.)	Submit prior to a work-related injury/illness and physician must agree to be pre-designated	
Secure Workers' Compensation Submission Form	Submit completed and signed Manager's Report, DCWL, and/or supporting documents	
Transitional Work Plan	Document prescribed return to work restrictions and the temporary modified assignment	
Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility	Injured or ill and believe it is work-related	

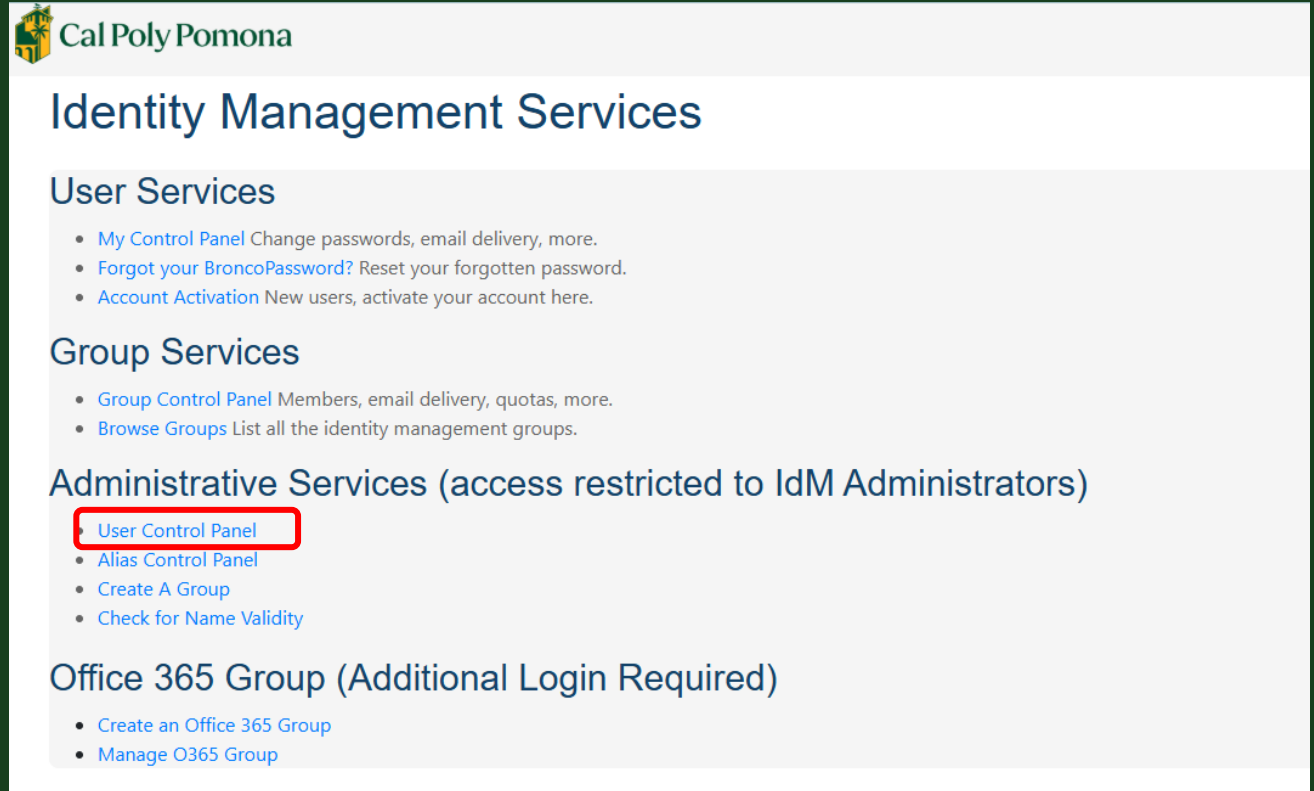
[Workers Compensation Forms](#)

[Workers Compensation 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.

Confidentiality Statement for Student Workers



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 Veronica Nolasco for more details.
vtnolasco@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
 - Please 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 trainings.

- EHS Student Safety Training

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

W-2's: Issued and mailed directly to the student from the State Controllers Office in January

Miscellaneous

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

Summer Employment End Date for All: 8/31/2026

Summer 2nd 5 Week Session Finals: 8/10/2026-8/11/2026

Summer 10 Week Session Finals: 8/10/2026-8/14/2026

Academic Year 2026-2027

Fall Semester begins 8/20/2026

Fall Semester ends 12/6/2026

Fall Semester Finals 12/7/2026-12/13/2026

Employment Start Dates for Fall:

For those who worked in the Summer-9/1/2026

For New Hires or those who did not work in the Summer-8/10/2026

FWS Employment-9/1/2026 through 5/21/2027



Questions?

Thank you for
Participating!