



**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](mailto: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.**

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

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

<b>Timekeeper/Coordinators Printed Name:</b>	<b>Timekeeper/Coordinators Signature:</b>	<b>Date Signed</b>
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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."

<b>Student Employee's Signature:</b>	<b>Date Signed</b>
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"I authorize this appointment."

<b>HEERA Manager's Printed Name:</b>	<b>HEERA Manager's Signature:</b>	<b>Date Signed</b>
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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 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](mailto:payroll@cpp.edu).

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