



## 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](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.

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

<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>Effective Date:</b>		<b>End Date or 8/31/2026:</b>	
<b>Pay Rate:</b>		<b>Position Title:</b>	
<b>Department #:</b>		<b>Department Name:</b>	
		<b>Total Weekly Hours:</b>	

**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 <sup>st</sup> 5 Weeks	2 <sup>nd</sup> 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."

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

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

<b>Student Employee's Signature:</b>	<b>Date Signed</b>

"I authorize this appointment."

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

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](mailto:payroll@cpp.edu).

FOR STUDENT EMPLOYMENT TEAM USE ONLY		
<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>