Accessing CSU Student Processes

This guide shows how users can navigate to the CSU Student Processes module to process stateside student concurrent appointments, reappointments, pay increases, and view the status of a student assistant appointment.

⚠ Do not use this module to process R11 academic student employees (ISA, TA, GA); use the Temporary Academic Employment process instead. [View Temporary Academic Employment guides](#).
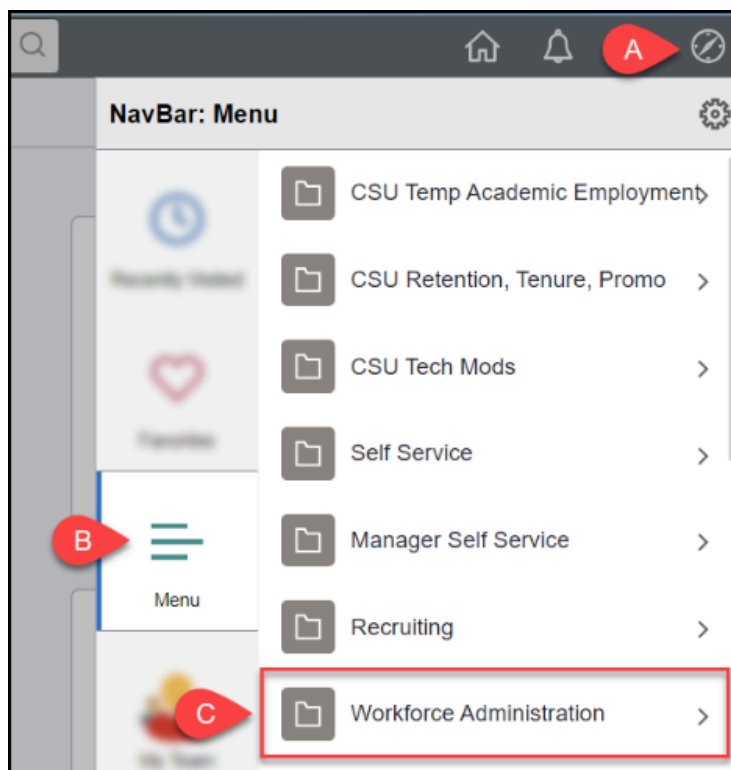
💡 Your menus may look slightly different from what is pictured in this guide depending on what security roles you've been assigned based on your job responsibilities. However, the navigation to CSU Student Processes remains the same.

1. Log in to the campus portal and click on Human Resource in the Titan Online widget.

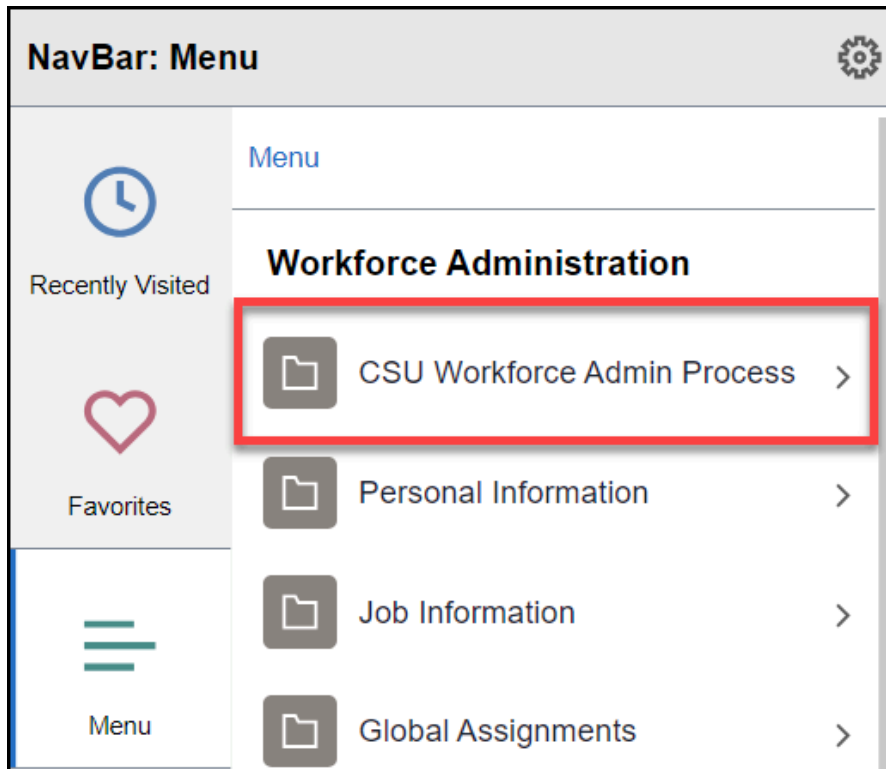[View step-by-step instructions on accessing CHRS.](#)

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2. Use the Nav Bar to access the Menu and select Workforce Administration.

A. Click on the **NavBar**.
B. Select **Menu**.
C. Then navigate to **Workforce Administration**.

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3. Select CSU Workforce Admin Process.

4. Select CSU Student Processes.

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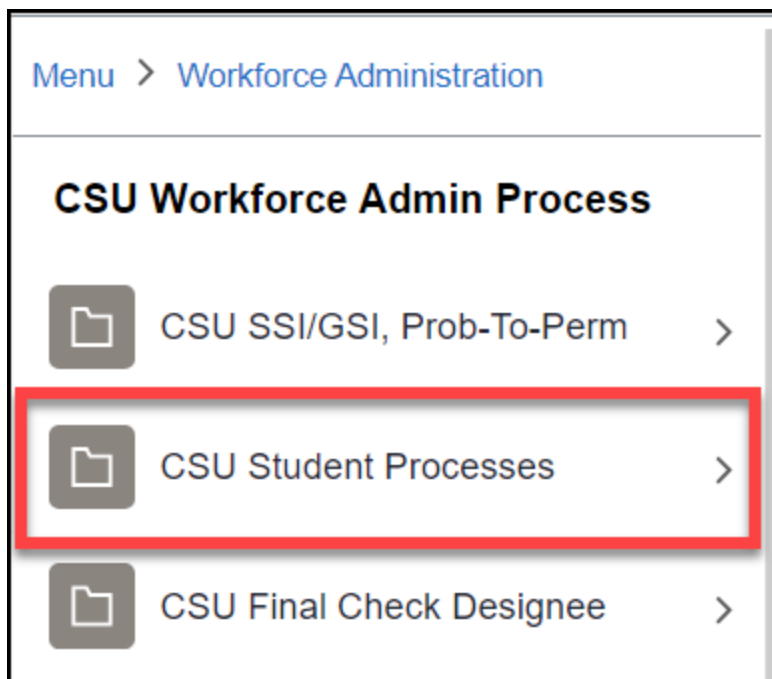
5. Select which CSU Student Process you want to work on.
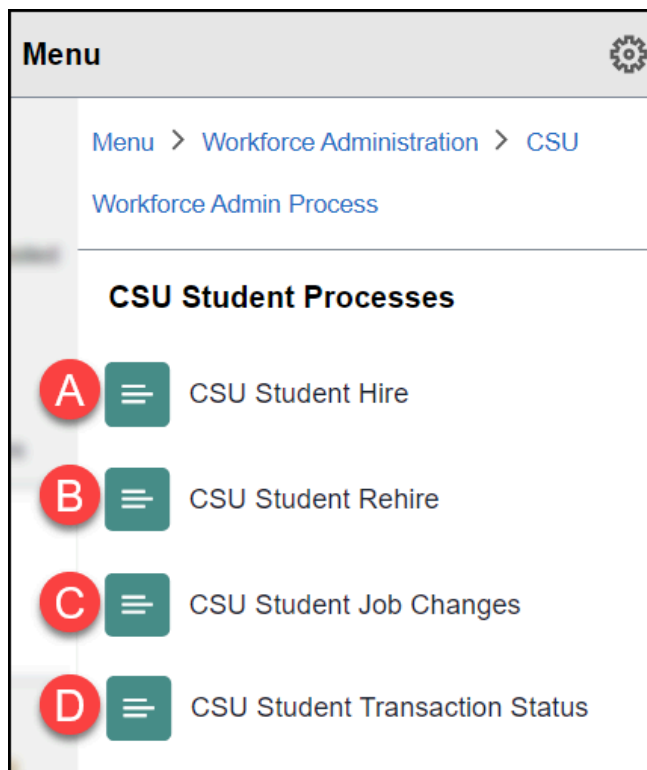
A. Use **CSU Student Hire** to create a concurrent appointment for a student assistant. This is an appointment where the student assistant is new to working in your department but already has another active stateside student position in another campus department.
B. Use **CSU Student Rehire** to reappoint a student assistant that has previously worked in your department within the past year.
C. Use **CSU Student Job Changes** to process a pay rate change for a student assistant.
D. Use **CSU Student Transaction Status** to view the status of appointments that you entered.

Need More Help?

[Student Assistant Employment webpage](#)

For business process assistance, contact Student Employment at studentemployment@fullerton.edu.

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For training and how-to assistance, contact IT Training at 657-278-5647 or ittraining@fullerton.edu.

For technical assistance, contact the IT Help Desk at 657-278-7777 or helpdesk@fullerton.edu.

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