

Reappointing a Student Assistant

This article shows the process of rehiring a student into the same position if they have previously worked in your department within the past year.

 Only use this process if the student has had an active appointment in your department within the past calendar year and will be reappointed in the same position. If the student who previously worked in your department has had a break in employment for one year or more, you must hire them via CHRS Recruiting.

To hire a new student assistant has no active stateside employment on campus, refer to the CHRS Recruiting Student Recruitment Guides on [HRDI's Recruiting user guides page](#).

For students that will continue working in the department but under a different position number, enter their appointment into CSU Student Hire. [View instructions on Hiring a Student Assistant \(Concurrent Job\)](#)

 Before entering anything into CSU Student Rehire, make sure that you've completed all the steps listed in the [Before Entering an Appointment or Pay Change in CSU Student Processes](#) checklist.

1. Log in to CHRS and access CSU Student Processes under Workforce Administration in the NavBar Menu.

[View instructions on accessing CSU Student Processes in CHRS.](#)

2. Select CSU Student Rehire.



3. Enter search criteria to look up student(s) to rehire. Enter the Termination Date for their last appointment in the Termed Date field.. Select a Student Type from the drop-down menu. To search for an individual student, enter their Empl ID (CHRS ID). To view multiple students in a department, enter the Department ID. Click Search.



In this module, Empl ID refers to CHRS ID, not CWID.



If you select **Elig Student** in the Student Type Search drop-down menu, the search results will only show students that are eligible for rehire and will

filter out students that do not meet the conditions for employment (e.g. not enrolled, etc.) Select **All Stdnts** to view all student records matching the search criteria that you enter.

Rehire Students

Search for Inactive Students to Rehire as Employees.

Search Paramaters

Search by:

Business Unit FLCMP **C** Termed On or After Date **A** Student Type Search All Stdnts **B**

Empl ID **Q** Hourly Rate (<=) 0.00 **E** Expected End Dt

Department **Q** **D** **Search** **Error Page**

1-1 of 1 | View All

Job Code	Title		
1	<input type="text"/> Q	+	-

- A. Enter the termed on or after date to view students whose previous positions were terminated on or after that date. You can either type one in (MM/DD/YYYY) or click the calendar icon to select a date.
 - B. Use the Student Type Search drop-down menu to select whether to search by eligible students, all students, or ineligible students.
 - C. If you only want to pull up the record of an individual student, enter their Empl ID or click the magnifying glass to look up their Empl ID.
- OR**
- D. To pull up records for the entire department, enter a department ID or click the magnifying glass to look up all department IDs that you have access to.
 - E. Click **Search**.

4. Do you want to enter one or more student reappointments manually or use Mass Update Defaults to enter multiple

student reappointments?

Enter one or more student reappointments manually

4.1. Place a check next to the entry or entries of the students that you want to reappoint. Enter the appointment Effective Date. Select REH as the Reason. Enter the Expected End Date of the appointment. Then, click Submit.

 Student assistants should be hired for the full academic year unless otherwise advised by HRDI.

 Do not change the Position Number on this screen!

If a student needs to be hired under a different job code/position number than their previous appointment, it is considered a concurrent job and must be processed under CSU Student Hire. [View instructions on Appointing a Student Assistant \(Concurrent Job\)](#)

 If a student is ineligible for reappointment, you will see a comment in the Error Message column explaining why that student does not meet the criteria for student employment. However, the system will still allow you to process a reappointment for an ineligible student. Make sure that you verify that the student can work in a certain position by checking their enrollment status, academic standing, and Federal Work-Study award (if applicable) before entering anything into CHRS.

Select	Empl ID	RCD	ID Data	First Name	Last Name	HR Status	Business Unit	Position	Reports To	Reports To Empl	Name	Posn Ovrld	Job Code	Dept ID	Department	EFF Date	Elig to Enrl	Career	Units Taken	EFF Seq	Action	Reason	Hourly Rate	Std Hours	End Date	Error Message
<input type="checkbox"/>	100007455	0	ID Data	Jeanemary	Chatur	Inactive	FLCMP	10007455	100000000	100000000	John Galus	<input type="checkbox"/>	1866	10079	Dean NSM	09/13/2023	<input type="checkbox"/>	Undergrad	12.00	0	REH	QL	15.500000	0.40	05/31/2023	
<input type="checkbox"/>	100009955	1	ID Data	Camilla	Hect	Inactive	FLCMP	10009955	100000000	100000000	John Galus	<input type="checkbox"/>	1870	10079	Dean NSM	09/13/2023	<input type="checkbox"/>	Undergrad	9.00	0	REH	QL	15.500000	0.40	05/31/2023	
<input checked="" type="checkbox"/>	100008100	0	ID Data	Gideon	Njav	Inactive	FLCMP	10008100	100000000	100000000	John Galus	<input type="checkbox"/>	1870	10079	Dean NSM	09/13/2023	<input checked="" type="checkbox"/>	Undergrad	17.00	0	REH	REH QL	15.500000	0.40	05/24/2024	
<input type="checkbox"/>	100008100	0	ID Data	Harrowhark	Nonogassimus	Inactive	FLCMP	10008100	100000000	100000000	John Galus	<input type="checkbox"/>	1871	10079	Dean NSM	09/13/2023	<input type="checkbox"/>	Undergrad	12.00	0	REH	REH QL	15.500000	0.40	05/24/2024	
<input type="checkbox"/>	100008100	1	ID Data	Dulonea	Sedpmus	Inactive	FLCMP	10008100	100000000	100000000	John Galus	<input type="checkbox"/>	1871	10079	Dean NSM	09/13/2023	<input type="checkbox"/>	Undergrad	16.00	0	REH	QL	15.500000	0.40	05/31/2023	
<input type="checkbox"/>	100009955	0	ID Data	Palamedes	Sensus	Inactive	FLCMP	10009955	100000000	100000000	John Galus	<input type="checkbox"/>	1870	10079	Dean NSM	09/13/2023	<input type="checkbox"/>	Undergrad	16.00	0	REH	QL	15.500000	0.40	05/31/2023	
<input type="checkbox"/>	100009955	1	ID Data	Ianthe	Thlidentatus	Inactive	FLCMP	10009955	100000000	100000000	John Galus	<input type="checkbox"/>	1870	10079	Dean NSM	09/13/2023	<input type="checkbox"/>	Undergrad	0.00	0	REH	QL	15.500000	0.40	05/31/2023	Student Not Enrolled (25192.32)

- Place a check next to the entry or entries of the students that you want to reappoint.
- Enter the effective date of the appointment. You can either type one in (MM/DD/YYYY) or click the calendar icon to select a date.
- Click the magnifying glass and select REH as the Reason. Do not change this value.
- Enter the expected end date of the appointment. You can either type one in (MM/DD/YYYY) or click the calendar icon to select a date.
- Click **Submit**.

Use Mass Update Defaults to enter multiple student reappointments

4.2. You can use the Mass Update Defaults function to rehire students in bulk. First, select the students whom you want to reappoint. Select REH as the Reason. Enter the Expected End Date and Effective Date of the appointment. Then, click Copy Defaults to Selected to apply the changes to the selected students. After verifying that the information is correct, click Submit.

 You can also use Mass Update Defaults to update an individual line item.

 If you enter an invalid value in the Mass Update Defaults, you will see a prompt explaining the error (e.g. empty field) You will not be able to copy defaults until the error is fixed.

! The system will not block all errors and may allow mistakes to go through (e.g. reappointing a student that isn't enrolled, appointing a student as an 1871 even if they don't have an FWS award, etc.) so make sure that you verify that the student can work in a given position before you process the reappointment in this module.

Rehire Students
Search for Inactive Students to Rehire as Employees.

Search Parameters

Search by: Business Unit: FLCMP, Term of Office: 01/23/2023, Student Type Search: All Status, Expected End Dt: 09/09, Department: 10079, Dean NSM

Mass Update Defaults
Action: REH, Reason: REH, Expected End Dt: 09/24/2024, Effective Date: 09/13/2023, Copy Defaults to Selected

Search Results

Select	Emp ID	RCD	ID Data	First Name	Last Name	HR Status	Business Unit	Position	Reports To	Reports To Emp ID	Reports To Name	Posn Ovrld	Job Code	Dept ID	Department	Eff Date	Elig To Enrl	Career	Units Taken	Eff Seq	Action	Reason	Hourly Rate	Std Hours	End Date	Error Message
<input type="checkbox"/>	1000000000	0	ID Data	Jeannemary	Chatur	Inactive	FLCMP	10007455	1000000000	1000000000	John Galus		1868	10079	Dean NSM	09/13/2023		Undergrad	12.00	0	REH	CL	15.500000	0.40	05/31/2023	
<input type="checkbox"/>	1000000000	1	ID Data	Camilla	Hedc	Inactive	FLCMP	10005665	1000000000	1000000000	John Galus		1870	10079	Dean NSM	09/13/2023		Undergrad	9.00	0	REH	CL	15.500000	0.40	05/31/2023	
<input checked="" type="checkbox"/>	1000000000	0	ID Data	Ordeon	Naw	Inactive	FLCMP	10005665	1000000000	1000000000	John Galus		1870	10079	Dean NSM	09/13/2023		Undergrad	17.00	0	REH	REH	15.500000	0.40	05/31/2024	
<input checked="" type="checkbox"/>	1000000000	0	ID Data	Harlowhark	Nonagesimus	Inactive	FLCMP	10008100	1000000000	1000000000	John Galus		1871	10079	Dean NSM	09/13/2023		Undergrad	12.00	0	REH	REH	15.500000	0.40	05/31/2024	
<input type="checkbox"/>	1000000000	1	ID Data	Dulonea	Septimus	Inactive	FLCMP	10008100	1000000000	1000000000	John Galus		1871	10079	Dean NSM	09/13/2023		Undergrad	16.00	0	REH	CL	15.500000	0.40	05/31/2023	
<input type="checkbox"/>	1000000000	0	ID Data	Palamedes	Senus	Inactive	FLCMP	10005665	1000000000	1000000000	John Galus		1870	10079	Dean NSM	09/13/2023		Undergrad	16.00	0	REH	CL	15.500000	0.40	05/31/2023	
<input type="checkbox"/>	1000000000	1	ID Data	Iarthe	Tridentarius	Inactive	FLCMP	10005665	1000000000	1000000000	John Galus		1870	10079	Dean NSM	09/13/2023		Undergrad	0.00	0	REH	CL	15.500000	0.40	05/31/2023	Student Not Enrolled (20192.30)

Select All, Deselect All, Submit

- Place a check next to the students that you want to reappointment. **OR**
- Click **Select All** if you want to select all students listed.
- Click the magnifying glass and select REH as the Reason. Do not change this value.
- Enter the expected end date of the appointment. You can either type one in (MM/DD/YYYY) or click the calendar icon to select a date.
- Enter the effective date of the appointment. You can either type one in (MM/DD/YYYY) or click the calendar icon to select a date.
- Click **Copy Defaults to Selected**.
- Click **Submit**.

5. View the Error Message column to check the status of the submission. Batch Job Submitted means the item was submitted successfully. A blank or any other message indicates an error that prevented the job from being submitted (e.g. student not enrolled.)

Error Message
Batch Job Submitted
Batch Job Submitted
Student Not Enrolled (25112,32)
Student Does Not Have a Workstudy Award (25112,25)
Student Not Enrolled in Minimum Required Hours (25112,33)

6. When a reappointment has been submitted, you will no longer see that student in the Student Rehire search results the next time you open the page. To view the status of these appointments, use CSU Student Transaction Status.

[View instructions on how to check the status of a student appointment with CSU Student Transaction Status](#)

7. When the reappointment has been submitted in CHRS, the system will process the appointment overnight. The student

can begin work the next day, or on the effective date if the reappointment was entered for a future date. Inform the student of their start date and work location.

Need More Help?

[Student Assistant Employment webpage](#)

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

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.