

### **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 <u>HRDI's</u> <u>Recruiting user guides page.</u>

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

Before entering anything into CSU Student Rehire, make sure that you've completed all the steps listed in the <u>Before Entering an Appointment or Pay</u> <u>Change in CSU Student Processes</u> 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.

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### 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 dropdown 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 Studnt** 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.

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- 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?

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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. <u>View instructions on Appointing a</u> <u>Student Assistant (Concurrent Job)</u>

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.



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- A. Place a check next to the entry or entries of the students that you want to reappoint.
- B. 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.
- C. Click the magnifying glass and select REH as the Reason. Do not change this value.
- D. 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.
- E. 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.

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- A. Place a check next to the students that you want to reappointment. **OR**
- B. Click **Select All** if you want to select all students listed.
- C. Click the magnifying glass and select REH as the Reason. Do not change this value.
- D. 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.
- E. 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.
- F. Click Copy Defaults to Selected.
- G. 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.

<u>View instructions on how to check the status of a student appointment with CSU</u> <u>Student Transaction Status</u>

# 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 <a href="mailto:studentemployment@fullerton.edu">studentemployment@fullerton.edu</a>.

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

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