

Appointing a Student Assistant to a Concurrent Job

This guide goes over the process of hiring a student assistant into your department when that student is concurrently employed by another department on campus.



CSU Student Hire is only used if you are appointing a student that is new to your department but already has another ongoing stateside position in another campus department.

To hire a new student assistant that is brand new (i.e. no other active stateside employment on campus), you must go through the CHRS Recruiting hiring process. Refer to the Student Recruitment Guides on [HRDI's Recruiting user guides page](#) for more information.



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

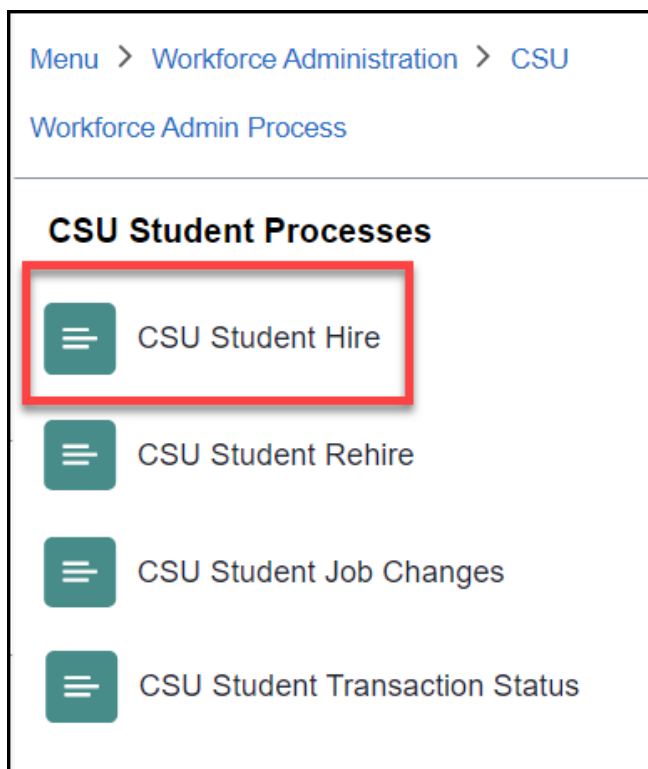
1. Verify that the student has an active stateside job.

To confirm that a student has a current stateside work appointment, contact [Student Employment](#) to request information about the student's work history.


2. 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.](#)

3. Select CSU Student Hire.



4. Search for a student using their CS Emplid (CWID) or Last/First Name. Use the Eligible Student drop-down menu to select whether you want to search all student records or only eligible students. Then, click Student Employee Search.

 You can click the **magnifying glass** icons to look up a user's CS Emplid (CWID).

! If you select **Search for Elig Students** in the Eligible Students drop-down menu, the system will filter out students that do not meet the conditions for employment (e.g. not enrolled, not in good academic standing, etc.) Select **Search for All Students** to view all student records matching the search criteria that you enter.

Student Employee Search

Student Search Information (enter at least 1)

Business Unit

FLCMP

National ID

CHRS ID

CS Emplid

Last Name

First Name


Eligible Students

Search for All Students ▼

Student Employee Search

- A. Search for a student using their CS Emplid (CWID).
OR
 B. Search for a student by name.
 C. Use the drop-down menu to select if you want to search for all students or only eligible students.
 D. Click the **Student Employee Search** button.


5. If multiple results appear, click Select to choose a student from the list.

-  If the search returns only one result, the Student Job Summary page opens. Otherwise, click the Select button to open the page as illustrated in the next step.

Student Search Results

[New Search](#)



Student Search Results


  1-15 of 15 [View All](#)

	CS Emplid	CHRS ID	Last Name	First Name	Middle Name	Elig to Enrl	Career	Units Taken	More Info	Select	Formal Name
1	007040000	None	J. J. J.	J. J. J.	J. J. J.	<input checked="" type="checkbox"/>	Undergrad	18.00	More Info	Select	J. J. J.
2	007000418	None	J. J. J.	J. J. J.		<input checked="" type="checkbox"/>	Undergrad	12.00	More Info	Select	J. J. J.
3	007000012	None	J. J. J.	J. J. J.		<input checked="" type="checkbox"/>	Undergrad	15.00	More Info	Select	J. J. J.
4	000200004	000111000	Nav	Gideon		<input checked="" type="checkbox"/>	Undergrad	14.00	More Info	Select	Gideon Nav
5	000000000	None	J. J. J.	J. J. J.		<input checked="" type="checkbox"/>	Undergrad	15.00	More Info	Select	J. J. J.
6	000400004	None	J. J. J.	J. J. J.	J. J. J.	<input checked="" type="checkbox"/>	Undergrad	12.00	More Info	Select	J. J. J.
7	000700004	None	J. J. J.	J. J. J.		<input checked="" type="checkbox"/>	Undergrad	13.00	More Info	Select	J. J. J.





6. Click Add Student Concurrent Job.

Student Job Summary

CS Emplid  Gideon Nav
CHRS ID 

[New Search](#) [Previous Search Results](#) [Add Student Concurrent Job](#) 

Student **Future Job

  1-1 of 1  

Empl Rcd Nbr	Effec Date	Effecti Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Std Hours	FTE
0		0								0.000000

Student Current Job

7. Enter the appointment Effective Date. Click the Action/ Reason magnifying glass and select CON. Click the Position Number magnifying glass to select a position number. Enter the Hourly Rate. Enter the Expected End Date of the appointment. Click Save.



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



If you enter an invalid value, you will see an error message explaining the problem (e.g. empty field, hourly rate too low/high.) You will not be able to save the job until the error is fixed.

Add Concurrent Job

CHRS ID 1000110001 RCD 3 Gideon Nav

Payroll Status Active

*Effective Date 09/12/2023 Effective Sequence 0

Action/Reason HIR CON

*Position Number 10010706 Student Assistant

Department 10414 Title IX

Job Code 1870

Sal Plan E08 Grade 0

*Hourly Rate 16.00 Standard Hours 0.40

Expected End Dt 05/24/2024

Reports To 1000110001 1000110001
Harrowhark Nonagesimus

Save Cancel

- 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 CON as the Action/Reason. Do not change this value.
- Click the magnifying glass to select a position number. You will automatically see the valid position numbers for your department. If you handle multiple departments, you can search by position number, description, department, or position job code to filter the results.
- Enter the hourly rate.
- 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 **Save** to submit the job.

8. You will be taken to the Student Saved Successfully screen. You can click Return to Job Summary Page With This EMPLID to view the student's job summary.

Student Saved Successfully

CHRS ID Gideon Nav

Student Current Job

1-1 of 1

	Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Hourly Rate	Std Hours	FTE
1	3	09/12/2023	0	10010706	10414	1870	Active	HIR	CON	16.00000	0.40	0.010000

Return To Job Summary Page With This EMPLID:

9. The appointment that you entered will be listed in the Student Job Summary.

- 💡 If the effective date of the job is in the future, the appointment will be listed under Student Future Job. If the effective date is today or prior, the appointment will be under Student Current Job.

Student Job Summary

CS Emplid: 00000000000000000000 Gideon Nav

CHRS ID: 00000000000000000000

[New Search](#)
[Previous Search Results](#)
[Add Student Concurrent Job](#)

Student **Future Job

Empl Rcd Nbr	Effect Date	Effect Seq	Position	DeptID	Job Code	Payroll Status	Action	Reason	Std Hours	FTE	Edit
0		0								0.000000	Edit

Student Current Job

Empl Record	Effect Date	Effect Seq	Position	Dept ID	Job Code	Payroll Status	Action	Reason	Std Hours	FTE	Job History
0	06/01/2023	0	10010244	10084	1870	Terminated	TER	END	0.40	0.010000	Job History
1	06/01/2023	0	10006676	10084	1874	Active	REH	REH	0.40	0.010000	Job History
2	06/01/2023	0	10007387	10084	1871	Terminated	TER	END	0.40	0.010000	Job History
3	09/12/2023	0	10010706	10414	1870	Active	HIR	CON	0.40	0.010000	Job History

10. When the concurrent appointment has been entered into CHRS, the system will process the appointment overnight. The student can begin work the next day, or on the effective date if the appointment was entered for a future job. 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.