

## Student Assistant Employment/Transaction Request Form

**Date of transaction:**

<p><b>LAST PHYSICAL DAY WORKED/TERMINATED ON TIMESHEET</b> _____</p> <p>To process a correction or request a change in the system USE the <a href="#">PS Correction Request Form</a>.</p>			
1. Employee PS Empl ID#:	2. First Name:	3. M. I.	4. Last Name:
<p><b>DO NOT punctuate name. Use mixed case. Enter Name as shown on SSN Card.</b></p>			
5. Street Address:		6. City:	7. State:      8. Zip Code:
9. Email Address:		10. Primary Phone:	11. Phone Type:
<p><b>Personal Profile/ Eligibility Identity</b></p>			
12. Grade Level:	Mo/Yr Acquired:	Name of School:	State:      Major:
<p><b>Emergency Contact Information</b></p>			
13. Name:		14. Relationship:	15. Phone:
16. Address:		City:	State:      Zipcode:
<p><b>CSU Job Information</b></p>			
17. Effective Date of Hire:  _____	18. Action/Reason:		19. Position #:
	Hire/Appointment <input type="checkbox"/>		20. Hourly Rate:      Weekly Assigned Hours:
	Rehire/Rehire <input type="checkbox"/>		21. Appointment End Date:
Hire/Concurrent <input type="checkbox"/>			
Termination/End <input type="checkbox"/>			
22. Empl Rcd #:		23. Account #:	24. Unit #:
25. Supervisor PS Empl ID:		26. Supervisor Name:	27. MPP: <input type="checkbox"/>
28. Print Name of Hiring Supervisor & Department:		29. Signature:	30. Ext.:      31. Date:
32. Print Name of Authorizing Administrator Title:		33. Signature:	34. Date Signed:

For Assistance with this form, please contact the Student Employment Office SH 119 Extension 75225