

**Steps for Hiring A U11 Student Employee
at California State University, Fresno
Spring 2006**

Instructional Student Assistants, Teaching Associates & Graduate Assistants

1150 – Instructional Student Assistant
1151 – Instructional Student Assistant – Work-Study
2355 – Graduate Assistant – Academic Year
2325 – Graduate Assistant - Monthly
2326 – Graduate Assistant – Work-Study
2353 – Teaching Associate – 12 month
2354 – Teaching Associate – Academic Year

For reappointments, go directly to Step 6

Step	Description	Notes	Spring 05 Deadline
Step 1	U11 Request to fill Vacancy. Send completed signed form to Academic Personnel (APS) for review, verification that requirements are within Unit 11 contract criteria and posting.	Request to fill Vacancy: http://www.csufresno.edu/aps/forms_policies/ email to: psaps@listserv.csufresno.edu	11/30/05 Form must be received in APS by November 30 th .
Step 2	APS will post the vacancy for the time period specified on request form. Hiring Department (HD) may link to this page from their website.	Vacancies: http://www.csufresno.edu/aps/forms_policies/	Minimum of 10 days posted.
Step 3	Students submit application to HD. The HD will contact student for interview.	Application: http://www.csufresno.edu/aps/forms_policies/	
Step 4	HD conducts interviews, selects final candidate(s).		
Step 5	Prepares the appointment letter and the U11 Transaction Form (ATF).	Appointment Letter Templates: Call APS (x3027) for the templates. Templates are sent by email. U11 ATF: www.csufresno.edu/aps/unit11.htm	See step 7
New Student Employee	New student employees need to complete payroll “sign-up” documents in APS or Payroll prior to employment or on the first day of employment.	Payroll Forms: www.csufresno.edu/aps/forms	On or before 1 st day of work.

**Steps for Hiring A U11 Student Employee
at California State University, Fresno
Spring 2006**

Step 6	The appointment notification letter along with the completed ATF is then forwarded from the Department Chair to the Dean for signature.	Signature	See step 7
Step 7	The appointment notification letter along with the completed ATF is then forwarded from the Dean to APS for processing.	Signature	12/16/2005 Appointments must be in APS by 12/16
Step 8	APS and Graduate Studies reviews appointment per policy and prepares for payroll documentation for appointment.		
Step 9	APS will notify HD and Student Employee via email when Appointment Letter is ready for Student's signature.	Student will have 14 days from email notification date to return signed offer to APS.	Notification by APS: 1/4/2006
Step 10	Once appointment is signed by Student, APS will give student a copy and send appointment paperwork to payroll.		Semester begin dates: 1/13/2006
Step 11	HD orients student employees. Notify APS of all orientations scheduled at least 15 days in advance of the orientation.	Notify APS of any department or college orientation.	

Changes in status or End of Appointments

Any change in a student's status requires an U11 Transaction Form; signed by appropriate administrator and sent to APS.

For example, an ATF is required if:

- √ the student's rate of pay changes
- √ the student's assigned department changes
- √ the student's expected appointment end date changes [either terminates earlier than the original appointment end date and/or their appointment is extended]
- √ the student's job classification changes

Student's employment will be automatically terminated on the appointment end date on file. The HD is responsible for collecting any university property issued to the student during their employment.