Start:
We Are Going To Hire A Student Employee

What are the duties?

Click Here to see Info on Academic Student Employees (Unit 11): Instructional Student Assistants, Teaching Associates, and Graduate Assistants

Questions? **Click Here** to Contact Academic Personnel Services: aps@humboldt.edu

Majority of work is tutoring, grading, or instruction

Must be advertised, and posted to APS Website

Other Unit 11 requirements include: notifying Unit 11 union representative of department orientation, posting of schedule information, and providing evaluation criteria (if evaluating) - **Click Here** to see Academic Student Employee Hiring Guide

Appointment form: either form 600 (for ISAs) or PeopleSoft contract (TAs and GAs) + new employee signups (HR sign-up packet) **Click here** to route sign-up packet.

Note: All departments must submit a new hire paperwork request with HR via their APEX form for all hires regardless of whether they were previously employed or new to the university.

Applies to All Student Employees: Students employed in multiple student classifications are limited to a combined total of 20 hours of work per week while enrolled in classes. Work performed in all student classifications (i.e., Student Assistant, Teaching Associate, Graduate Assistant, and Instructional Student Assistant) and across all departments applies toward this limit. ***Exception:*** *40 hours of work per week during academic breaks for all student employees; Teaching Associates (if not appointed in another student classification) may work any timebase less than full time.*

Background Checks: Is the student employee doing any of the following?

- Driving on University Business
- Has access to Level 1 Data (SSN & Date of Birth)
- Working Directly with minor children?
- Has a master key to a building?
- **Click here** to see Cal Poly Humboldt's Background Check page.

Click Here to see info on Non-represented Student Assistants

Questions? **Click Here** to Contact Human Resources: hr@humboldt.edu

Work is clerical, technical, laborer, or custodial, etc.

Posted to Handshake (if advertised)

No appointment form - signups only - Click to see Signups Process

ISAs are hourly, so they submit timecards

Click Here for info on the Hourly Student Pay Process and forms

Payroll questions? **Click here** to contact payroll@humboldt.edu

Student Employee Flowchart_Updated 02.17.2023