Reset Form | Print Form

# California State University, Chico
# STUDENT EMPLOYMENT AUTHORIZATION

All appropriate fields must be complete or form will not be accepted

Student signature required:

- ☐ New Employee
- ☐ Pay Rate Change
- ☐ Rehire to same department
- ☐ Extend appointment in same department

No student signature required:

- ☐ Concurrent appointment same department
- ☐ Funding Source Change
- ☐ Termination
- ☐ Termination (3-day requirement, contact payroll analyst)

Employee Name _____ Chico State ID _____

Department Name _____ Dept ID _____ Campus Zip _____

Supervisor Name: _____ Attendance Clerk Signature _____ Phone # _____

Pay Period ____/____ (Effective Date for all appointment/pay rate changes must be the beginning of the student pay period.)
(MM / YY)

## Appointment

CMS Position # _____ Job Code _____ Hourly Rate _____ Appt End Date _____

CMS Position # _____ Job Code _____ Hourly Rate _____ Appt End Date _____

## Rehire/Extend Appointment

CMS Position # _____ Job Code _____ Empl Recd# _____ Hourly Rate _____ Appt End Date _____

CMS Position # _____ Job Code _____ Empl Recd# _____ Hourly Rate _____ Appt End Date _____

## Pay Rate Change

CMS Position # _____ Job Code _____ Empl Recd# _____ Hourly Rate _____

CMS Position # _____ Job Code _____ Empl Recd# _____ Hourly Rate _____

_____
Student Employment Office Signature Required for any Classification IV – Please refer to http://www.csuchico.edu/semp/PDF_files/wage_rates.pdf

## Termination

Effective Date _____ CMS Position # _____ Job Code _____ Empl Recd # _____ Last Day Worked _____

Effective Date _____ CMS Position # _____ Job Code _____ Empl Recd # _____ Last Day Worked _____

Employee Signature _____ Date _____ Payroll/Benefits Rep. _____ Date _____
(I have completed all the necessary employment papers)

## PAYROLL USE ONLY

☐ **NRA Job Code-1868** **CMS Position Number** _____ **Hourly Rate $**_____

**NEW STUDENT EMPLOYEES MUST RETURN AN I-9 AUTHORIZATION TO WORK FORM TO THE HIRING DEPARTMENT – Students cannot begin working without a Payroll/Benefits Representative Signature on the I-9 Authorization to Work Form.**

Hiring of a **new student assistant or work study** employee requires that the appropriate documentation be presented to Payroll.

1. Federal law requires that all employees complete their Employment Eligibility Verification (I-9).
2. International Students must present an original Visa, Passport, and Work Authorization.
3. Permanent Resident Aliens must present a Permanent Resident Card.
4. All employees must provide acceptable individual identification. A list of acceptable documents for the I-9 is available on page 2.
5. CSU Chico is required to verify each employee's Social Security Number before employment starts. Employees must bring their Social Security card or a Verification of Social Security from the Social Security Administration to the Payroll/Benefits Counter.

For questions or assistance, please contact the Payroll/Benefits Representative at 898-6435

CMS Entry Date: _____