

### 3. Requesting Student Hires

This chapter describes the procedures for performing a student hire in E-TRAC.

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#### 3.1. Requesting a Student Hire

Since student employment requires that the student employee be a registered SFSU student, the SFSU ID already exists in SIMS. Accordingly, for Student Assistant, Work Study, Instructional Student Assistant ISA, Student Non-resident Alien NRA, Bridge Student, hires, only the SFSU ID is required. If no data exists for a prospective student hire using the provided SFSU ID, **DO NOT PROCEED WITH THE NEW HIRE TRANSACTION!** Please have the student obtain the correct SFSU ID.

#### 3.2. Steps outside of E-TRAC

The following instructions are steps that need to be completed by the employee and the department before requesting a hire in E-TRAC. Please refer to SFSU Student Assistant/Work Study Fall/Spring Voucher or Student Assistant/Work Study Summer Semester Voucher for the job codes that apply to the student employee.

##### 3.2.1. 1870 Student Assistant

Student employees who work 20 hours or less per week and are enrolled at least half time during the current semester.

- 1 Student completes I-9 Form and obtains EEV from Office of Student Financial Aid (OFSA).
- 2 Student completes SPAR and SSA-1945.
- 3 Student submits SPAR, SSA-1945 and EEV to department.
- 4 Department requests a new student hire transaction in E-TRAC.
- 5 Department supervisor and student E-TRAC coordinator submit SPAR and SSA-1945 to payroll technician.

##### 3.2.2. 1871 On Campus Work Study Student

Student employees who work 20 hours or less per week and are enrolled at least half time during the current semester

- 1 Student submits I-9 Form to Office of Student Financial Aid (OFSA) and obtains a work study clearance form from OFSA.
- 2 Student submits the work study clearance form with the SPAR and SSA-1945 to department.
- 3 Department performs a new student hire transaction in E-TRAC.
- 4 Department supervisor and student E-TRAC coordinator submit SPAR and SSA-1945 to payroll technician and submit work-study clearance to OSFA.

### **3.2.3. 1872 Off Campus Work Study Student**

Student employees who work 20 hours or less per week, and are enrolled at least half time during the current semester

- 1 Student submits I-9 Form to Office of Student Financial Aid (OFSA) and obtains a work study clearance form from OFSA.
- 2 Student submits the work study clearance form with the SPAR and SSA-1945 to department.
- 3 Department performs a new student hire transaction in E-TRAC.
- 4 Department supervisor and student E-TRAC coordinator submit SPAR and SSA-1945 to payroll technician and submit work-study clearance to OSFA.

### **3.2.4. 1874 Student Assistant Bridge**

Student employees who works more than an average of 20 hours per week or are enrolled less than half time in the current semester or are not enrolled in at least 3 units during summer (June, July, August)

- 1 Student completes I-9 Form and obtains EEV from Office of Student Financial Aid.
- 2 Student completes SPAR and SSA-1945.
- 3 Student submits SPAR, SSA-1945 and EEV to department.
- 4 Department requests a new student hire transaction in E-TRAC.
- 5 Department supervisor and student E-TRAC coordinator submit SPAR and SSA-1945 to payroll technician.

### **3.2.5. 1875 On Campus Work Study Bridge**

Student employee who works more than an average of 20 hours with a work study award or is enrolled less than half time this semester.

- 1 Student submits I-9 Form to Office of Student Financial Aid (OFSA) and obtains a work study clearance form from OFSA.

- 2 Student submits the work study clearance form with the SPAR and SSA-1945 to department.
- 3 Department performs a new student hire transaction in E-TRAC.
- 4 Department supervisor and student E-TRAC coordinator submit SPAR and SSA-1945 to payroll technician and submit work-study clearance to OSFA.

### **3.2.6. 1876 Off Campus Work Study Bridge**

Student employee who works more than an average of 20 hours with a work study award or is enrolled less than half time this semester.

- 1 Student submits I-9 Form to Office of Student Financial Aid (OFSA) and obtains a work study clearance form from OFSA.
- 2 Student submits the work study clearance form with the SPAR and SSA-1945 to department.
- 3 Department performs a new student hire transaction in E-TRAC.
- 4 Department supervisor and student E-TRAC coordinator submit SPAR and SSA-1945 to payroll technician and submit work-study clearance to OSFA.

### **3.2.7. 1868 Non-Resident Alien Tax Status**

- 1 Student completes the following form: I-9 Form (EEV), EAR, Oath of Allegiance, Biographical, SSA-1945 and Designee forms.
- 2 Student completes SPAR with Internal Audit. When completed, E-TRAC can be completed.
- 3 Student submits EEV form, SSA-1945, and SPAR form to supervisor and student E-TRAC coordinator.
- 4 Department supervisor and student E-TRAC coordinator submits SPAR and SSA-1945 forms to payroll technician.
- 5 When a student becomes Resident Alien, they will then become an 1870 Student Assistant.

### **3.2.8. 1150 Instructional Student Assistant**

Student employees in which more than 50% of the principal duties entail grading, teaching and/or mentoring CSU students.

- 1 Student completes I-9 Form and obtains EEV from Office of Student Financial Aid.
- 2 Student completes SPAR and SSA-1945.

- 3 Student submits SPAR, SSA-1945 and EEV to department.
- 4 Department requests a new student hire transaction in E-TRAC.
- 5 Department supervisor and student E-TRAC coordinator submit SPAR, SSA-1945, and Appointment Letter to payroll technician.

### 3.2.9. 1151 Instructional Work Study Student

Student employees with a work study grant in which more than 50% of the principal duties which entail grading, teaching and/or mentoring CSU students.

- 1 Student submits I-9 Form to Office of Student Financial Aid (OFSA) and obtains a work study clearance form from OFSA.
- 2 Student submits the work study clearance form with the SPAR and SSA-1945 to department.
- 3 Department performs a new student hire transaction in E-TRAC.
- 4 Department supervisor and student E-TRAC coordinator submit SPAR, SSA-1945, and Appointment Letter to payroll technician.

### 3.3. New Hire (Employee exists in HRMS and/or SIMS)

- 1 Once you've logged in to HRMS select **SFO Self Service > E-TRAC > E-TRAC Transactions > Employee Hire**. The New Hire Requests page will appear.
- 2 Click **Add a New Value** link. The New Hire Request Page will appear.

#### New Hire Request Page

**E-TRAC ID:** NEW

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FOR ANY STUDENT HIRE, PLEASE USE THE SFSU ID. DO NOT USE SSN. IF NO MATCH IS FOUND USING SFSU ID, OBTAIN CORRECT INFORMATION FROM THE STUDENT. Please double check your entry to make sure it is accurate.

**Enter Employee Details**

<b>*First Name:</b> <input style="width: 90%;" type="text"/>	<b>*SSN / SFSU ID:</b> <input style="width: 90%;" type="text"/>
<b>*Last Name:</b> <input style="width: 100%;" type="text"/>	

Figure 3-1 New Hire request page

- 3 Type the first name, the last name and the SFSU ID. Use the completed payroll hiring documents (SPAR, Oath, Designee, etc.) or other source documents for the employee.
- 4 Click the **Next** button. If you entered the SFSU ID incorrectly, you will receive a message stating that there are multiple matches for that employee. You will be asked to enter the date of birth.
- 5 Type the date of birth and re-enter the SFSU ID. Please cross-reference the SFSU ID with different source documents for consistency.

Figure 3-2 Help message asking for employee verification

- 6 Click the **Next** button. If the SFSU ID entered was incorrect you will receive another message asking you to verify the information by cross-checking your documents with the SFSU ID link below. If the SFSU ID link is correct, click the link to open the new hire page.

[New Hire Request Page](#)

E-TRAC ID: NEW

**For all student hires, please enter the SF state university id number. \* DO NOT USE SSN.**  
 If no matching information is found using the SFSU ID#, obtain from the student worker the correct SFSU ID#.

Prior to submitting, please double check your entry for accuracy.

**Matching Data Found**

		SFSU ID	First Name	Middle Name	Last Name	Date of Birth (MM/DD)	National ID
1	HRMS	902580411	Mark		Martins	02/16	XXX-XX-9210

Figure 3-3 Matching data for information entered

### 3.3.1. Personal Information

The **Personal Information** section contains fields for information such as effective date, name, and address. Note that if the SFSU ID is recognized by the system, the personal information on record will appear grayed. If the information needs to be updated, a SPAR (Student Payroll Action Request) form is required.

**Personal Information** Active Job Records

\*Effective Date:

\*First Name:

Middle Name:

\*Last Name:

\*Country:  United States

\*Address Line 1:

Address Line 2:

City:  State:  California

Postal Code:   Address is PO Box Address

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**Address Details**

(ex. 800) Street Number	(ex. East) Street Direction	(ex. Main) Street Name	(ex. Street) Street Type	(ex. East) Street Direction (Post)	(ex. 56 A) Apt/ Suite/ Room #
<input type="text" value="712"/>	<input type="text" value=""/>	<input type="text" value="Harbor"/>	<input type="text" value="Road"/>	<input type="text" value=""/>	<input type="text" value=""/>

\*City  \*State

Country  \*Postal Code

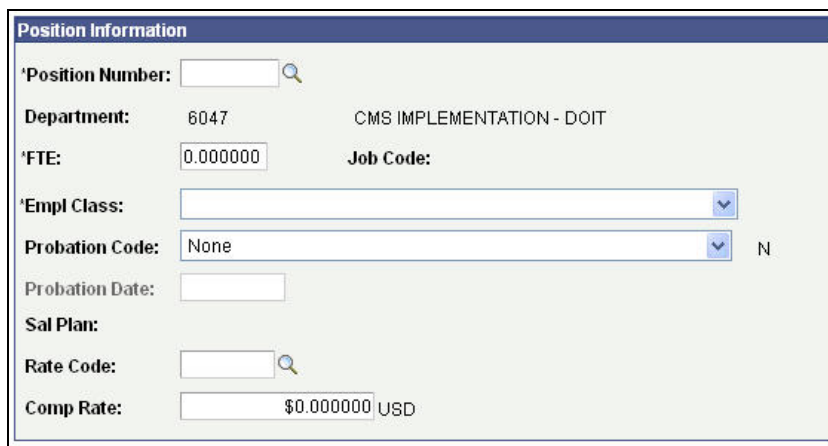
Figure 3-4 Personal information view with grayed fields

All student employee information will automatically be pulled from the SIMS database so personal information for the student employee should populate automatically. If the student is not in the SIMS database, **do not proceed**.

- 1 Enter the Effective Date, which is the date of hire.
- 2 If necessary, finish the section by typing the address in the Address field. Make sure to use mixed case for the address, to spell out the address such as 16 Bay Street. Also, include the entire address in the Address 1 field.
- 3 Type City, State and Postal Code in their respective fields. Country field automatically defaults to **USA**.

### 3.3.2. Position Information

The Position Information section contains fields for the position into which the employee will be hired.



**Position Information**

\*Position Number:

Department: 6047 CMS IMPLEMENTATION - DOIT

\*FTE: 0.000000 Job Code:

\*Empl Class:

Probation Code: None  N

Probation Date:

Sal Plan:

Rate Code:

Comp Rate:  \$0.000000 USD

Figure 3-5 Position Information

- 1 Type the position number in the position number box.
- 2 Once you select the position number, the Position Information section will reappear with the selected position number in the position number field, and a job code (display only) with the job title.
- 3 Type an **FTE**. For student employees the FTE will default to **0.01**.
- 4 Using the drop down menu, choose the employee class of **Student (1870, 1871, 1872) Intermittent (1874,1875,1876,1868, 1150,1151)**
- 5 The **Rate Code** will default based on the position you select. Accept the default.

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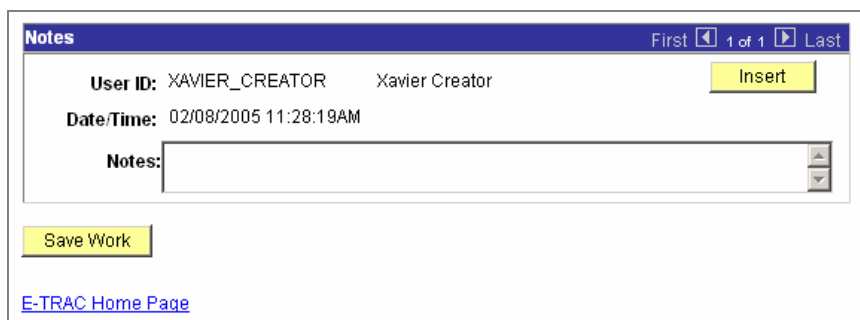
**Note:** The rate code for all student positions is CSUHRL (CSU Hourly).

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- 6 Type the **Comp Rate**. The **Min** and **Max** are provided as a reference so that you may determine where in the salary range the new hire's pay rate will fall. An error message will appear if the comp rate is outside of this range.

The salary plan information automatically populates from the position that you choose.

The Notes section contains three fields: User ID, Date/Time, and Notes.



**Notes** First 1 of 1 Last

User ID: XAVIER\_CREATOR Xavier Creator

Date/Time: 02/08/2005 11:28:19AM

Notes:

[E-TRAC Home Page](#)

Figure 3-6 Notes section.

User ID and Date/Time automatically populate from previous information entered. The Notes section is designated for comments intended for the person to receive this E-TRAC transaction in their worklist. For example, "SPAR is hand delivered to the payroll technician."

- 7 Enter any necessary notes.
- 8 Click **Save Work**. If the Submit button is not pressed after the Save Work button is pressed, the transaction will be saved without going to the approver and will appear in the **My E-TRAC Transactions** listing with a status of **New E-TRAC** available for editing or submitting at a later time. This is a helpful if you are uncertain about any piece of data in your request. However, you must complete all of the required fields in the request prior to clicking Save Work. You must enter something in the required fields as the system will not allow you to save an E-TRAC record unless it is complete.

A Save Confirmation screen appears. Your transaction is not submitted until you have received this confirmation screen.



Figure 3-7 Confirmation page

- 9 Click **OK**.
- 10 After pressing the **OK** button, the **Submit** button will appear for submitting the E-TRAC transaction for approval.

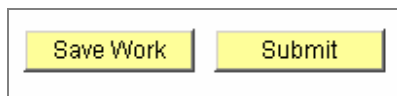


Figure 3-8 View of buttons after confirmation

- 11 If you are ready to submit the transaction, click **Submit**.



The following page appears. This page allows you to review the information that you have submitted and shows the status of your transaction.

**New Hire Request Review**  
 E-TRAC ID: 00199282      EmplID:912588493      [E-TRAC Home Page](#)

Please enter as much information about the new hire you are requesting. Fields with an asterisk (\*) next to them are required, all others are optional.

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**Personal Information**

Effective Date: 06/30/2017      [Active Job Records](#)  
 First Name: James  
 Middle Name:  
 Last Name: Yucheko  
 Country: USA      United States

Address Line 1: 708 Harbor Ln  
 Address Line 2:  
 City: Alameda      State: CA      California  
 Postal Code: 94502       Address is PO Box Address

**Address Details**

(ex. 800)	(ex. East)	(ex. Main)	(ex. Street)	(ex. East)	(ex. 56 A)
Street Number	Street Direction	Street Name	Street Type	Street Direction (Post)	Apt/ Suite/ Room #
708		Harbor	Lane		
City	Alameda		State	CA	
Country	USA	Postal Code	94502		

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**Position Information**

Position Number: 00005237      Special Consultant  
 Absence / Time Approver: 00004584      Administrator II Robin Bates  
 Department: 6115      Human Resources  
 Fraction:  
 FTE: 0.010000      Job Code: 4660      Special Consultant  
 Empl Class: Emer Hire  
 FLSA Status: Exempt

Appt End: 12/29/2017      Pay Period End: 06/30/2017  
 Sal Plan: E15      E99 Salary Plan 15  
 Salary Grade: 0      SPC CONSUL  
 Rate Code: Daily Rate      Days/Hrs/Units: 1.000000  
 Comp Rate: \$0.00      USD

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**Notes**      Find      First      1 of 1      Last

User ID: CCSCM19      Wachira,Patrick        
 Date/Time: 06/15/2017 11:43:13AM  
 Notes:

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**Approval History**

User ID	Name	Approval Status	Status Date & Time
CCSCM19	Wachira,Patrick	Submitted by Creator	06/15/2017 11:47:45AM
CCSCM19	Wachira,Patrick	New E-Trac	06/15/2017 11:46:03AM

Next Approver: Department Approver(s)

Figure 3-9 New Hire Request Review Page

### 3.3.3. Student Employees with Active Job Records

If a student already has an active job record in the system there will be a link available to view the present Active Job Records associated with that student.

Figure 3-10 Personal Information Section for Student with Active Job Records

If a student is being hired into a position that they already have an active status for, you will be prompted to extend the existing appointment end date. You will not be able to create two records for the same position for that student employee, unless is a different pay rate.

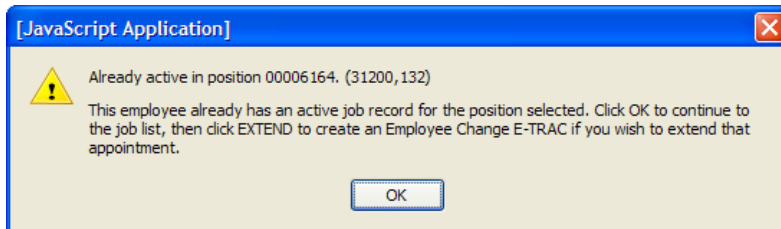


Figure 3-11 Duplicate Student Employee Active Record Prompt

**New Hire Request Page**  
 E-TRAC ID: NEW

Below is a list of active job records for this employee. Click on the Extend button if you would like to create a new Employee Change E-TRAC to extend the job record.

EmpID: 900073439    Semelius,Ep

Extend	Rcd#	Eff Date	Appt End	Status	DeptID	Department	Job Code	Description	FTE	Comp Rate	Position	Title	Fund	Unit	Agency
<a href="#">Extend</a>	0	12/10/2003	08/31/2004	Active	6047	CMS IMPLEMENTATION - DOIT	1870	Student Assistant	0.01		00006164	Student Assistant	GFND	722	255

[Return](#)

Figure 3-12 Student Employee Extend Appointment

If you choose to extend the appointment it will discard the Employee Hire E-TRAC you began and will automatically create an Employee Change E-TRAC which will allow you to extend the selected job record via New Temporary Appointment.

### 3.4. Student New Hire Field Definitions

The following field definitions are provided for your reference. Depending on the E-TRAC action-reason combination you select, any number of the following fields may display and/or be available for update.

Social Security Number	Display Only	No
	Default	None
	SFSU Use	This field is used to determine if the individual being appointed is already in the PeopleSoft system. The SSN is also the link to the current State Controller's Office system so it is especially important to ensure accuracy.
	Values	None

E-TRAC ID	Display Only	Yes
	Required	Yes
	Default	The value will default to NEW until the transaction is saved and a number is generated by the system.
	SFSU Use	The E-TRAC ID is used to track E-TRAC transactions. This number is generated by the system in a sequential order once a transaction is saved. Make note of this number in order to easily retrieve prior transactions.
	Values	None

Effective Date	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	This field contains the date when the new hire becomes effective. This can be a historical, current or future date. Note: the date of the hire must coincide with the date of the position. The position will not be available or 'effective' to hire someone into until this date.
	Values	None

First Name	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	Type the employee's first name. The name should be typed in mixed case. If there is only one first name, insert a space.
	Values	None

Middle Name	Display Only	No
	Required	No
	Default	None
	SFSU Use	Type the employee's middle name if they have one. The name should be typed in mixed case and spelled out. If the middle name is only one letter, capitalize the letter. If there is no middle name, leave this field blank. Type only alpha characters— commas and periods can negatively affect name formats for reports.
	Values	None

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Last Name	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	Type the employee's last name. The name should be typed in mixed case as it appears, for example, McDonald.
	Values	None

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Country	Display Only	No
	Required	Yes
	Default	Defaults to <b>USA</b>
	SFSU Use	This field contains the country in which the employee lives. This field controls the format of the remaining address fields.
	Values	Reference table for values.

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Address 1	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	For students, address is masked and is not editable. To correct the address for students the department must notify the HR payroll technician. SPAR form is required.
	Values	None

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City	Display Only	No
	Required	No

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Default	None
SFSU Use	The city of the employee's address. This is a portion of the employee's legal address and will be used for W-2 and other legal reporting. The name of the employee's city should be completely spelled; no abbreviations such as (SF) will be accepted.
Values	None

Postal	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The postal field is used for the zip code.
	Values	None

State	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The two digit code for the employee's state. This is a portion of the legal address and will be used for W-2 and other legal reporting.
	Values	Reference table for values.

Position Number	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The position number is a system generated code that identifies the position the employee will be filling. Unlike the current position number used at SFSU, there is no meaning built into the E-TRAC position number. Instead, there are many data that are associated with the position record that can be searched or reported on (agency unit).
	Values	Reference table for values.

Department	Display Only	Yes
	Required	Yes
	Default	The Department ID will default to the department of the E-TRAC user.
	SFSU Use	The Department ID is the basic component of the organization

	structure and security hierarchy. Users will only be able to create E-TRAC transactions for their own departments.
Values	Reference table for values.

FTE	Display Only	Will appear as grayed.
	Required	Yes
	Default	This value will default based on the student position. The value will be <b>0.01</b> .
	SFSU Use	This value is currently known to San Francisco State as time base. This field contains the calculated percentage of standard hours for the position and the standard work period. A position with an FTE of 1.0 (100%ofthe full-time equivalency) equals a full-time time base. Time bases less than full time (1.0) are denoted by numbers less than one, i.e. <b>0.01</b> for student employees.
	Values	Reference table for values.

Job Code	Display Only	Yes
	Required	Yes
	Default	None
	SFSU Use	This field identifies the job classification of the employee per the CSU salary schedule.
	Values	Reference table for values.

Empl Class	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The Employee Class field is used to designate the Empl Class for an employee.
	Values	There are 11 values to select from to designate an Employee Class. Acting Appointment Intermittent:1868, 1150,1151,1874m 1875, 1876  <b>Student</b> – This empl class is used for student appointments. This includes job codes 1870, 1871, 1872, ,

SCO Agency	Display Only	No
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Required	Yes
Default	None
SFSU Use	SCO Agency will be 255 for General Fund.
Values	Reference table for values.

Rate Code	Display Only	No
	Required	Yes
	Default	This value defaults to <b>CSUHRL</b> for student employees.
	SFSU Use	The rate code field signifies whether the new hire is compensated as a salaried, hourly or immediate pay employee. Note: The rate code for all student employees is <b>CSUHRL</b> , hourly rate pay.
	Values	Although several values will appear in the search record for this field, there are only three that are used by SFSU:  <b>CSUHRL: Hourly Rate Pay</b>

Comp Rate	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The Comp Rate reflects the actual salary that the employee will be paid based on the compensation rate noted above.
	Values	None

Min	Display Only	Yes
	Required	Yes
	Default	Defaults to the minimum salary amount for the Job Code/Range selected.
	SFSU Use	Defaults to the minimum salary amount for the Job Code/Range selected.
	Values	This field contains the minimum salary amount allowed for the position based on a combination of the Job Code/Range. If a new range is selected the screen will update with a new minimum value. This data displays in order to provide the user with the information necessary to determine the correct salary amount for this position.

Max	Display Only	Yes
	Required	Yes
	Default	Defaults to the maximum salary amount for the Job Code/Range selected.
	SFSU Use	Defaults to the maximum salary amount for the Job Code/Range selected.
	Values	This field contains the maximum salary amount allowed for the position based on a combination of the Job Code/Range. If a new range is selected the screen will update with a new maximum value. This data displays in order to provide the user with the information necessary to determine the correct salary amount for this position.

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