Student Employment Form (SEF)

Cleveland State University

Complete each item carefully to avoid delays in processing.

1. **Student Employee's CSU ID** _____ **Social Security Number** _____-_____-_____

2. **Last Name** _____ **First** _____**M.I.**_____

3. **Start Date of the action marked in #4** _____/_____/_____

4. **Actions**: Check ONE option. If multiple actions necessary, complete a separate SEF for each.

   ❑ **New Hire**: For first student employment position on campus.
   ❑ **Additional Hire**: For any student hires subsequent to New Hire.
   ❑ **Rehire**: For a student previously employed (but terminated) by your department.
   ❑ **Budget Change**: For changes in budget or account to which the earnings are charged.
   ❑ **Pay Rate Change**: _____ Merit _____ Promotion _____ Adjustment
   ❑ **Data Change**: _____ Change of Supervisor _____ New Job Title
   ❑ **Termination**: For whenever a student is no longer employed in your department, including temporary inactivity.

5. **Department Name**: _____

6. **Job Title**: _____

7. **Hourly Rate** $_____

8. **PeopleSoft Combo Code**_____

9. **Previous PeopleSoft Combo Code**_____
   (For budget changes only)

10. **Kronos**   **CSU ID**   **Position**
    Supervisor_____ **Number** _____ **Number** _____

11. **Department Head** _____ Date _____

12. **Departmental Student Employment Designee**_____ Date _____

   FOR HIRES, REMEMBER TO ATTACH:
   - **Student Hire Certification**
   - **Job Description**
   - **I-9 (if New Hire only)**

STUDENT EMPLOYMENT OFFICE USE ONLY

CR. HRS: Fall _____ Spring _____ Summer_____   Sequence _____ BR _____ Empl _____

FWS _____   COMMENTS:_____

Input by: _____ Date _____/_____/_____   _____
OK'd by: _____ Date _____/_____/_____

SEF revised 09/20