Instructions – Student Employment Action Form (SEAF)

* You must attach enrollment verification displaying to all Student Employment Action Forms.

New Appointments – New student employees must complete onboarding forms in Payroll Services located in SA 2600 on their first day of employment; this includes the Student Payroll Action Request (SPAR) and form I-9. Students must provide appropriate documentation proving employment eligibility as stipulated by the U.S. Citizenship and Immigration Services. Please reference the "Lists of Acceptable Documents" that is included in the onboarding packets. All documents **must be original and genuine. Photocopies will not be accepted**. After all documents are completed and submitted to Payroll, a job record will be created in PeopleSoft, and the student employee will be eligible to begin work.

Note: Student employees must ensure that their social security number is entered in their student profile.

Academic Year Reappointments – All student employee appointments terminate on May 30th, the end of the academic year. A reappointment SEAF must be submitted for all current student employees at the beginning of every academic year. Reappointments should be effective the date the student employee returns to work. It is not necessary to appoint student employees each semester.

SECTION 1: Type of Action

Select the action to be processed for the student employee from the drop down menu.

- **New Appointment** – To appoint a student for the first time with the University; has no prior employment as a student.
- **Rehire** – To reappoint a student to the same department and position.
- **Additional Appointment** – To appoint a student with previous Student Assistant employment history to a new department or a new class code within the same department.
- **Pay Rate Change** – To reflect a change in pay. Pay rate changes must be effective at the beginning of the pay period. Please provide an outline of duties to justify pay increases.
- **Termination** – Appointment is being terminated or employee resigned.

SECTION 2: Student Information

- **First Name/Middle Initial/Last Name** – Enter the student's legal name.
- **Employee/Student ID** - Enter the student's 9 digit PeopleSoft number.

SECTION 3: Appointment Information

- **Effective Date of Action** – Date that the appointment, pay rate change, or termination is effective.
- **Has the Student Graduated** – Check yes or no. If yes, provide the graduation date and/or term and year. **Department Name** – Enter the name of the Department where the student will be working.
- **Department ID** – Enter the 5-digit PeopleSoft Dept ID.
- **Hourly Rate** – Enter the hourly rate of pay requested.
- **Unit #** - Enter the unit number associated with the Dept ID. This is the 3 digit check distribution location.
- **Position #** – Enter the 8-digit PeopleSoft Position Number.
- **MPP Name** – Provide the name of the MPP of the department. This is a requirement for represented employees.
- **Student Assistant Salary Level** – Check the appropriate salary level based on the duties of the position. Refer to the Student Employment Guide for additional information.
- **Class Codes** – Select the student assistant class code from the drop down menu. Review classification descriptions for appropriate use.
- **Notes/Comments** – Provide additional notes or comments that may be appropriate for this action.
- **Termination** – Provide the reason for termination, the last day the employee physically worked, check of yes or no if the employee's hours have been approved, and check off if the employee is or will be working in another department.

Approvals

SEAF must be signed by the Department Administrator with authorization to appoint employees. Submit non-work study SEAF's to Payroll Services, SA 2600.

Work Study Eligibility Approval – For Work Study student appointments (Class Codes 1861, 1872, 1151, and 1153), forward the SEAF to the Financial Aid Office, SA 3416, for approval.

Last Revised 01.22.26

Clear Form Print

CAL STATE EAST BAY

STUDENT EMPLOYMENT ACTION FORM (SEAF)
PAYROLL SERVICES
Office (510) 885-3651 | Fax (510) 885-2758

This document provides notification that the student named below has been hired by a California State University, East Bay department and indicates agreement to adhere to University policies governing student employment.

SECTION 1: TYPE OF ACTION

Action: ☐ New Appointment ☐ Rehire ☐ Add'l Appointment ☐ Pay Rate Change ☐ Termination

SECTION 2: STUDENT INFORMATION

First Name: **Middle Initial:** **Last Name:**

Employee/Student ID: (9 Digit PeopleSoft No)

SECTION 3: APPOINTMENT INFORMATION

Attach Enrollment Verification Displaying the **Number of Enrolled Units** for Semester Being Hired In

Effective Date of Action:

Has the Student Graduated: Yes: ☐ No: ☐
Graduation Date or Term:

Department Name: **Department ID:**

Hourly Rate: **Unit #:** **Position #:**

For alternate funding source contact Joe Andrews at ext. 53813 in FSU

MPP: MPP name is **REQUIRED** for represented student employees.

Student Assistant Salary Levels				Class Codes (Select One)
		Minimum	Maximum	
☐	Level I	$16.90	$20.00	***Choose an item from drop-down***
☐	Level II	$17.50	$22.00	
☐	Level III	$18.50	$24.00	

Instructional Student Assistant Salary Levels				Class Codes (Select One)
		Minimum	Maximum	
☐	Level I	$17.86	$20.00	***Choose an item from drop-down***
☐	Level II	$18.50	$21.50	
☐	Level III	$20.00	$23.84	

Change of Status: From: Class Code To: Class Code
Hourly Rate: Hourly Rate:

Termination: Reason for Termination:
(Employee dismissal, resignation or other)

Last Day Physically Worked:

All hours have been entered & approved: Yes: ☐ No: ☐

Notes/Comments:

Approving Dept. Administrator Date Work Study Eligibility Approval Date

Revised 01-22-26

NEW

Instructional Student Assistant (ISA) Appointment Supplemental Form

Complete required course information and description of duties for Instructional Student Assistants.

Course Information

Course #: _____ Course Title: _____

Location: _____ Days/Times _____

Description of Duties and Responsibilities – select all that apply

☐ Attend Course Lectures

☐ Present Lectures
Frequency/Dates: _____

☐ Instruction/Supervision
Sections/Courses/Labs Per Week _____

☐ Preparation

☐ Office Hours
Number Per Week _____

☐ Supervisor/ASE(s) Meetings
Duration: _____

☐ Pedagogy Class

☐ Read/Evaluate Stud Papers
Descriptions: _____

☐ Proctor Exams

☐ Perform individual and/or group tutoring

☐ Maintain/Submit Stud Rec

☐ Evaluate Stud Assignments

☐ Provide Research Assistance

☐ Perform Other Tasks as Assigned
List of Other Tasks: _____

Observe Class: ☐ Yes ☐ No