

Overview

When hiring an Instructional Student Assistant the academic department will only complete an employee profile. Human Resources will complete the hiring process. When rehiring an ISA you will need to fill out the employee profile with the appropriate rehire information and complete a new Terms & Conditions.

Hiring a ISA for the first time

1. **Navigate the CSU ID Search**
Develop Workforce – Recruit Workforce – Inquire – CSU ID Search
Perform a thorough CSU ID Search to obtain the student id, and if they have one, an applicant id.

All ISA's will have a student id. To verify whether they have an applicant ID always do a separate CSU ID search using their name only. Applicants are not required to provide their Social Security number, so if you search only using their Social Security number you might not find out if they have an applicant id and create a duplicate.

2. **Navigate to the CMS website to obtain the Employee Profile**
www.sjsu.edu/depts/cms/
3. **Select the Documentation tab – Select Appointment – Click Employee Profile Form**
The employee profile displays and you can type much of the data directly into the form.
4. **Enter data as appropriate in yellow fields.**
 - Profile Print Date
 - Effective Date
 - Action
 - Reason
 - Employee ID
 - Employee Name
 - Position Number
 - Reg/Temp
 - Full/Part
 - FTE
 - Comp Rate
 - Appt End Date
 - Comments
 - Funding (if applicable)
 - Dept Contact
5. **Print the Profile using the browser or Adobe Acrobat print button**
6. **Obtain signatures and forward to Faculty Affairs (via Dean's Office as applicable).**



7. **Upon completion of the Employee Profile you must also complete a Terms & Conditions available on the Office of Faculty Affairs website at http://www.fa.sjsu.edu/Forms/ISA_TermsANDConditons.pdf**
8. **Be sure to fill in the due date. The UAW-CSU Agreement requires that the students have 14 days to accept the offer of appointment. Obtain signatures and forward to Faculty Affairs (via Dean's Office as applicable).**

Rehiring an ISA

When rehiring an ISA you will print out their existing employee profile from PeopleSoft.

1. **Navigate to the Employee Profile run control**
CSU Custom Rpts/Interfaces – San Jose – Reports A-M – Employee Job Profile
2. **Click Search using an existing run control or Add a new run control**
3. **The Report Request Parameters page displays**
4. **Enter the Employee ID**
5. **Click the Run button**
6. **The Process Scheduler Request dialog page displays**
7. **Select the PSUNX server, Type of WEB and format of PDF**
8. **Click OK**
9. **Navigate to the Process Monitor and when complete, click Details – View Log/Trace to view the report**
10. **Print the Profile using the browser or Adobe Acrobat print button**
11. **Fill in the effective date, action reason, appointment end date, your name and phone in the Dept Contact box in the lower right hand corner. Update the FTE if needed. Obtain signatures and forward to Faculty Affairs (via Dean's Office as applicable).**
12. **Upon completion of the Employee Profile you must also complete a Terms & Conditions available on the Office of Faculty Affairs website at http://www.fa.sjsu.edu/Forms/ISA_TermsANDConditons.pdf**
13. **Be sure to fill in the due date. The UAW-CSU Agreement requires that the students have 14 days to accept the offer of appointment. Obtain signatures and forward to Faculty Affairs (via Dean's Office as applicable).**