

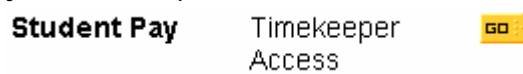




Adding a student job, pay rate, or supervisor

Overview

- The Add Student Job/Pay Rate/Supervisor process allows you to add or update information related to a student's position, pay rate, or supervisor. All fields are required and must be completed, whether you are entering a student hire for the first time or updating only one of the fields.

Process

- This information is entered into the Student Payroll System (SPS) as part of the online hire process after students complete the Student Employment Request Form (SERF). The student must come to Payroll Services with the completed SERF, their Social Security Card, and a photo identification to complete the I-9 form if they are a new hire.
- Students or timekeepers use SPS to enter time worked, which is then approved by timekeepers and fed into PeopleSoft. Payroll concludes the hire process by ensuring students are hired into the Payroll Information Management System (PIMS) and are paid. Student information, such as address and personal data, is stored in the Student Information System (SIS.)

Page name	Steps
Student Payroll	<ol style="list-style-type: none"> Open your web browser and log in to https://my.calpoly.edu with your Cal Poly User ID and password  Select  Select  Add Student Job / Pay Rate / Supervisor
Add Student Job/Pay Rate/ Supervisor web page	<ol style="list-style-type: none"> Enter the student's Social Security Number (SSN) If the student uses an ID number other than a SSN, enter that number in the Enter Student ID field Enter the Position number of the student job or select from the drop-down list Enter the Student Pay Rate Select the month and year of the First Pay Period from the drop-down list Enter the Supervisor name using the PeopleSoft format (Last,First_Initial) Click 
Student is now hired web page	<ol style="list-style-type: none"> If the student is a new hire, "Student is now hired but may not begin working until they have completed an I-9 form. Please send this student to Payroll Services, building 1, room 107 with their original completed Student Employment Request Form to complete the I-9 form." Once the student has completed their hire, Payroll Services will update the I-9 information on the Student Payroll System.  or return to the Cal Poly Student Pay Menu to complete another process



Student Pay Process
8.0 Step by Step Guide