

Once the student hiring is completed by HR, HR sends an email to:

- the student
- the student's PeopleSoft Approver (as based on the PeopleSoft hierarchy)
- the person who filled out the SEA form.

The title of the email is “**Student Employment Authorization Action Complete**”

The email contains the following information:

Employment Action (New appointment, reappointment, etc.)

Effective date: **This is the date when the student can begin working**

Student name

Red ID

Position number

Job code

Dept ID

Hourly pay rate

Reports to: **This is the email address of the PeopleSoft Approver**

Dept coordinator: usually the person who filled out the SEA form

The email ends with the following important information:

The above referenced student has satisfied all pre-employment requirements. Accordingly, this student is now eligible to work.

The student has been notified of their responsibility to report hours worked electronically via PeopleSoft Timesheet. It may take up to one business day for the student to receive PeopleSoft access.

The student will receive an email from DoNotReplySDSUID@sdsu.edu (unless the student currently has an active work email) detailing important information on setting up their SDSU work email on their contracted start date. Please make sure they activate their work email as soon as one is assigned to them. **Their work email is to be used to access all business-related information and applications including PeopleSoft. To comply with legal requirements, all employees must use their work email for work-related activities and communication including mandatory training. Please make sure the student actively monitors their work email.**

For further questions, please contact IT at ithelpdesk@sdsu.edu.

Should you have any questions, please contact the Center for Human Resources, Payroll Services at 619-594-5251 or at chr.payroll@sdsu.edu