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|  | | | | **ISA 101S Summer 2020**  **INSTRUCTIONAL STUDENT ASSISTANT**  **APPOINTMENT RECORD** | | | | |
| University Campus Program (UCP) funded (formerly Cal Poly Foundation) positions must be approved prior to completing ISA 101.  Please complete and submit [Student Position Funding Form](https://afd.calpoly.edu/business_connection/Documents/New_Student_Position_Form.docx) to Budget & Analytical Services to receive approved funding and position number. | | | | | | | | |
| **STUDENT CANNOT BEGIN EMPLOYMENT UNTIL I-9 IS COMPLETED.**  If student has never worked as an ISA, student is required to submit ISA 101 to Payroll Services for ISA intake.  **Proper identification required during intake.** | | | | | | | | |
| **STUDENT EMPLOYEE INFORMATION** | | | | | | | | **SENSITIVE POSITION?** |
| **Name of Student:** | | | | | **PS Empl ID:** | | | **Yes\*  No**  \*If yes, background check **required prior to start of appointment**. Contact Academic Personnel for help on determining whether position is a sensitive one. |
| **Dept:** | **Dept ID:** | | | | | | **Position #:** |
| **Org Unit (paycheck delivery):** | | | **Supervisor (s):** | | | | |
| **ISA WORK DUTIES** | | | | | | | | **OFF-CAMPUS WORK?** |
| **Grade  Tutor\*  Instruct \*  Research**  **\*Requires Mandated Reporter Form** | | | | | | | | **No  Yes\***  \*Contact Academic Personnel if student will be working off-campus. |
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| **SUMMER TERM** (If an ISA is not enrolled in Summer Term courses, they may work during the summer academic breaks and/or during the entire Summer Term 2020 **IF** they were enrolled in courses in **Spring 2020**.) | | | | | | | | |
| **Enrolled in sufficient units\***  **> 6 units for Undergrad**  **≥ 4 Units for Grad**  \*Excluded from Social Security and Medicare taxes. | | | | | | **Summer Term 2020**  June 22, 2020 – September 4, 2020  ISA may also be hired to work during the Academic Break **(see below)**. | | |
| **NOT Enrolled in sufficient units\***  **# of Units**    \*Must be hired Term by Term. Retirement, Medicare, and regular  taxes will be deducted. | | | | | | Select one of the following if **not** enrolled in sufficient units:  **Pre-Summer Academic Break**  June 14, 2020 – June 21, 2020  **Pre-Fall Academic Break**  September 5, 2020 – September 9, 2020  **Entire Academic Break**  June 14, 2020 – September 9, 2020 | | |
| **Hourly Rate of Pay:** **$** | | **New Hourly Rate?  YES  NO** | | | | | | **If YES, indicate old hourly rate: $** |

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| Pursuant to Article 2.11 of the Collective Bargaining Agreement between the California State University and the United Auto Workers Local Union 4123, this appointment automatically expires at the end of the period stated and does not establish an obligation for a subsequent appointment. | |
| I hereby accept and have received a copy of this appointment.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  **Student Employee Signature** **Date** | Approved by Department Chair/Head or designee:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  **Signature** **Date** |

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| **Department Timekeeper** (please print)**:** | | **Campus Extension:** |
| **AP ONLY** | Effective Date for New Hire: EmpRcd Non-Break: EmpRcd Break: Clearance Date: | |