



New Employee Hiring Authorization

Employee Information

Employee Name (Last, First)

Position Name (used in job posting)

Authorized Hiring Manager (Print Name)

Hiring Department (name & #)

Please check this box if employee needs cashier access

Cashier Access ☐

Please check this box if employee needs lead card access

Lead Card Access ☐

Select appropriate statuses:

☐ New Hire

☐ Rehire

Preferred Start Date

Salary Grade

Hourly/Annual Rate

Actual start date may vary.

Employment Type

☐ **Student Employee (Traditional, Matriculated Student Employee)**

All CSULB student positions are filled at the discretion of the Hiring Manager, with Division Director approval. All student positions can work up to 29 hours per week, as needed. International Student employees are limited to 20 hours per week, based on regulatory guidelines.

☐ **Part Time Regular Employee (non-exempt, overtime eligible)**

Part Time positions are filled at the discretion of the Hiring Manager, with Division Director approval. Part Time employees are regular, non-student employees who work an average of 29 hours per week. Part Time employees may be eligible for overtime, as needed.

☐ **Full Time Hourly Employee (non-exempt – overtime eligible)**

☐ **Full Time Salaried Employee (exempt – not overtime eligible)**

All Full Time employee hires must be approved by CEO/GM, Human Resources, and Division Director. Approving signatures are required below. Full Time hourly positions work an average of 40 hours per week. Full Time salaried positions work an average of 40 hours per week or more.

Approving Signatures

Hiring Manager Signature

Date

Division Director Signature (Required for Full Time hires)

Date

GM/CEO Signature (Required for Full Time hires)

Date

For HR Use Only

HR Authorized Representative: _____ Processed Date: _____

Orientation Date: _____ N/A TBD HR Initials: _____ Rehire Call Date: _____