

Tower Foundation Student Appointment Form

Federal law required Tower Human Resources to attest, under penalty of perjury, that new hire's (1) identity and (2) legal authority to work has been examined and verified. Tower Foundation employees are not employees of the state. Employees who work on Tower Foundation Projects are considered temporary employees under the California State Education Code Section 89900©. The appointment is in conformity with the affirmative action policy and/or to the Chancellor's policy on overload as specified in FSA79-30.

Check One: New Hire Account Change Reappointment Other _____

EMPLOYEE INFORMATION

First Name: _____
 Last Name: _____ MI: _____
 SJSU ID: _____ SJSU Email: _____ Phone: _____
 Address: _____ Apt: _____
 City: _____ State: _____ Zip: _____
 DOB: _____ US Citizen: Yes No / If No, Visa Type: _____ (H1-B NOT accepted)
Employees must have a Social Security Number at the time of hire. If you currently do not, please contact: international-office@sjsu.edu
 Have you previously worked for Tower Foundation: Yes No / If yes, when: _____
 Do you currently have an active Appointment with SJSU? Yes No / If yes, when does the Appointment end: _____

APPOINTMENT PERIOD (maximum one year appointment)

Start Date:	End Date:	Anticipated Hours Per Week:
<input type="checkbox"/> Undergraduate (FICA exempt 6 units)	<input type="checkbox"/> Graduate (FICA exempt 4 units)	Expected Graduation Date:

Student Assistants can work up to 20 hours during school and 40 hours during break and one term after graduation. They must present proof of enrollment for each semester. Class schedule must show the student's name and total number of units enrolled

NOTES:

PROJECT INFORMATION

Job Title: _____

Hourly Rate: \$ _____ Non-Exempt
 Semi-monthly Rate: \$ _____ Exempt

Tower Account Name: _____ Tower Account #: _____

Supervisor Name: _____ Supervisor Email: _____

Time Card Approver Name: _____ Time Card Approver Email: _____

DRO Name: _____ DRO Signature: _____

AUTHORIZATIONS

AUTHORIZER	NAME	SIGNATURE	DATE
Employee			
Account Holder / Authorized Signer			
Tower Human Resources (TowerHR@sjsu.edu)			

TOWER FOUNDATION HUMAN RESOURCES USE ONLY

Fringe:	Job Code:	WC Code:	EE #:	023/038:
HR Notes:				Date:

**EMPLOYEE MAY NOT WORK UNTIL AUTHORIZED BY TOWER FOUNDATION HUMAN RESOURCES
REMIT TO: TowerHR@sjsu.edu**