



Congrats On Being Hired!

First Steps:

Everyone is excited for you to start soon. Before you do, we need you to fill out a few things about yourself...

1. Go to <http://www.asi.csus.edu/employment/>
2. Click "IRAs and Grants New Employees Only"
3. Read the directions and click *Apply Now*
4. Create Dayforce Account
5. Fill out the required information and hit *Submit*
6. Please check your email in the next 1-2 days for an email to register your employee profile.
7. If you do not receive an email please contact one of the ASI HR personnel listed below.
8. Within 24 hours of receipt of email with temporary log-in information from Dayforce, you must establish your username and password. **Be sure to save your login information to complete orientation.**



Stop here and wait for ASI Human Resources to schedule you for orientation date and time.

Second Step: Complete New Hire Onboarding at ASI Human Resources:

1. Login
2. Select Onboarding Role
3. On the Homepage Menu, Select 'Get Started'
4. Under 'Attend Your First Day', begin filling out your new hire paperwork.
5. Once you have completed a section please submit your form before moving on to the next section.
6. After completed all sections please make sure that each section has been submitted.
7. Close Window

Any Questions?

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 Associated Students, Inc.
 HR Generalist
 (916)278-3690
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 HR Coordinator
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IRA/Grant Supervisor Contact Information

Name:

Name of Program:

Position:

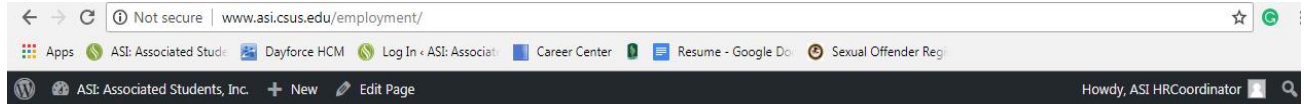
Email:

Phone Number:



ASI New Hire Onboarding Process- For Grants/IRAS

1. Go to the ASI Employment Page at <http://www.asi.csus.edu/employment/> and click 'IRA/ Grant New Hire Application'.



EMPLOYMENT

Associated Students Human Resources exists to provide strategic and organizational support to the more than 300 employees who work for ASI. We are committed to providing outstanding service, honoring diversity, and effectively collaborating in order to meet the needs of all current and future employees of Associated Students.

STUDENT EMPLOYMENT

Job Title	Department	Deadline to Apply	Job Notes
Classroom Student Assistant II	Children's Center	Open Until Filled	Start Date: Upon Hire
Classroom Student Assistant III	Children's Center	Open Until Filled	Start Date: Upon Hire
Classroom Student Supervisor	Children's Center	Open Until Filled	Start Date: Upon Hire
Kitchen Student Assistant	Children's Center	Open Until Filled	Start Date: Upon Hire
Office Student Assistant	Children's Center	Open Until Filled	Start Date: Upon Hire
Student Services Representative I	Business Office	Open Until Filled	Start Date: Fall 2018

To apply: open the job title, go to the bottom of the page to apply.

FOR SACRAMENTO STATE STUDENTS APPROVED FOR IRA OR GRANT FUNDING

[IRA/ Grant New Hire Application](#)

CONTACT US

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MAILING ADDRESS

Associated Students
 Attn: Human Resources
 6000 J Street
 Sacramento, CA 95819-6011

UPCOMING EVENTS

Aug 01 **WEEK #7 SUMMER CAMP**
 The Aquatic Center has been involved with youth programs for over 30...

Aug 01 **SAC STATE BLOOD DRIVE AND MARROW REGISTRY**
 Donate blood & join the "Be the Match" marrow registry! SAC STATE BLOOD...

[MORE EVENTS](#)



ASI New Hire Onboarding Process- For Grants/IRAS

2. You will be directed to a job posting. Click 'Apply Now'

The screenshot shows a web browser window with the URL <https://usr54.dayforcehcm.com/CandidatePortal/en-US/asi/Posting/View/355>. The page header includes a search bar and a 'Login / Register' link. The main content area features a blue banner with the text 'We are now hiring' and 'IRA/Grant New Hire Application' (Req #118). Below the banner, there is a section titled 'About the Job' with the text 'This application is only for approved IRA or Grant Students. Please click **Apply Now** to begin your application.' A blue 'Apply Now' button with a left-pointing arrow is circled in red. To its right is a 'See all jobs' button. On the right side of the page, there is a 'Other details' box containing information such as 'Pay Type: Hourly' and 'Location: 6000 J St, Sacramento, CA 95819, USA'.

3. Please create an account and fill out your personal information.

The screenshot shows a web browser window with the URL <https://usr54.dayforcehcm.com/CandidatePortal/en-US/asi/Posting/View/355>. The page header includes a search bar and a 'Login / Register' link. The main content area features a blue banner with the text 'We are now hiring' and 'TEST HR Assistant TEST' (Req #73). Below the banner, there is a section titled 'Create Account' with the text 'Don't have an account? You can enter your name, email, and a password below. Then, click **Create Account** to register and start your application. Already registered? Click **Login** below to start your application.' The form consists of several input fields: 'First Name', 'Last Name', 'Email', 'Re-Enter Email', 'Password', and 'Confirm Password'. Below the form, there is a blue 'Create Account' button and a link that says 'Already have an account? **Login**'.