



## CHECKLIST FOR ALL ACADEMIC STUDENT EMPLOYEE (ASE) APPOINTMENTS

Employee Name		Employee ID	
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Use this checklist as a guide to ensure that all the required items for Instructional Student Assistant (ISA), Graduate Assistant (GA), or Teaching Associate (TA) appointments are uploaded to the [UP Academic Student Employee Document Upload Form](#) in OnBase. If you have questions, please contact Faculty Services via email to [up-faculty-appointments@sjsu.edu](mailto:up-faculty-appointments@sjsu.edu).

ISAs, GAs, and TAs are non-exempt employees. TAs may be appointed up to 1.0 FTE (full-time) over the period of appointment. CSU policy limits GA appointments to no more than 0.5 FTE (half-time), while limiting ISA work assignments to no more than 20 hours in a week during periods of instruction.

TAs appointed half-time or more may not be appointed in another student classification during periods of instruction. TAs appointed for less than half-time may be appointed concurrently in another student classification up to a combined total of 20 hours per week, or 0.5 FTE, during periods of instruction. Any student with an ISA or GA appointment may not exceed half-time total employment during periods of instruction. These time base limits also apply to Substitute TA (class 2453) appointments.

Hiring Departments must ensure that the student is academically eligible and enrolled at SJSU during the appointment period. However, TRANSCRIPTS SHOULD BE NOT BE SUBMITTED TO ONBASE. Please do not submit the appointment until the EVC has been issued and all the required items on the checklist have been collected. Submitting a packet without required items will result in a HOLD on the process and may delay