

SID #	Department	Mail Stop	Date Prepared
Name <i>(last name first)</i>		Supervisor name & phone extension_____	
Address <i>(number/street)</i> <i>(city)</i> <i>(state)</i> <i>(ZIP)</i>			Telephone
EMPLOYMENT ELIGIBILITY (For the Advisor) Type of Visa <input type="checkbox"/> F-1 – On Campus Only Country _____ (PLEASE NOTE M-1 visa holders are not allowed to work on campus during their studies)		PROGRAM <input type="checkbox"/> ESL <input type="checkbox"/> High School <input type="checkbox"/> College	

ACTION <input type="checkbox"/> New Appointment <input type="checkbox"/> Budget Coding Change <input type="checkbox"/> Reappointment <input type="checkbox"/> Termination <input type="checkbox"/> Wage increase <input type="checkbox"/> Other _____	HR USE ONLY ___ 1 ___ ___ 3 ___ ___ 2 ___ ___ 4 ___
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EFFECTIVE DATES		Quarter/Year	Termination Date	Hrs/Wk – Not to exceed 19 per week
<i>From</i>	<i>To</i>			

CLASSIFICATION TITLE	PAY RATE	BUDGET CODE
<input type="checkbox"/> General Assistant <input type="checkbox"/> Technical/Advanced Assistant		Appr – Prog – Org – Obj – Sub _____ - _____ - _____ - AM - 0009 _____ - _____ - _____ - AM - 0009

CONDITIONS OF EMPLOYMENT

To be in good standing, you must be a full time student carrying **12 or more credits** and maintain a GPA of 2.0 or above. Students who fail to meet these requirements, and are on probation, will be suspended from on-Campus employment.

Student employees must comply with college policies and regulations (manual is located in the library or division offices). Wages paid will be appropriate and reasonable, and will depend on type of work performed, experience, and proficiency. The starting salary will not be less than the current minimum wage rate.

I-9 documentation is required within 72 hours of employment. Most common identification used for International Students are Passport, I-20, and I-94. This process is completed at the Human Resource Office (CLA 100).

F-1 Visa students need special authorization to work on Campus. You may work up to 19 hours per week while classes are in session. Students may work up to 40 hours/week during short breaks or on their “quarter long break,” and have received ISS approval to work.

Student employees are exempt from the civil service rules of the Higher Education Personnel Board and are not eligible for state employee benefits.

REMARKS

_____ **ISS ADVISOR SIGNATURE (REQUIRED)** _____ **DATE**

_____ Supervisor/Budget Authority (print name)	_____ STUDENT	_____ Date
_____ Supervisor/Budget Authority (signature)	_____ Senior Director of Human Resources Certifying Payroll Officer	_____ Date