

SID #	Dept	Mail Stop	Date Prepared
Name (last name first)			
Address (number/street)		(city) (state) (ZIP)	Telephone
EMPLOYMENT STATUS <input type="checkbox"/> AM – Institutional Student Employment <input type="checkbox"/> AP-0101 (Fed Wk Study) <input type="checkbox"/> AP-0303 (State Wk Study)		SCHOOL ATTENDING <input type="checkbox"/> EdC <input type="checkbox"/> ESL <input type="checkbox"/> Other _____	Hrs/Wk – Not to exceed 19 per week

ACTION <input type="checkbox"/> New Appointment <input type="checkbox"/> Reappointment <input type="checkbox"/> Employee Type Change <input type="checkbox"/> Salary Rate Change/Wage Increase <input type="checkbox"/> Budget Coding Change <input type="checkbox"/> Termination <input type="checkbox"/> Other _____			HR USE ONLY A __ __ 1 _____ A __ __ 3 _____ A __ __ 2 _____ A __ __ 4 _____	
EFFECTIVE DATES From _____ To _____		Date of Hire	Termination Date	
Classification Title		Code	Rng	Step
			Hourly Rate	

BUDGET CODE
(Include all possible budget codes for this year)

Appr	–	Prog	–	Org	–	Obj	–	Sub
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

CONDITIONS OF EMPLOYMENT: Student employees must comply with college policies and regulations (manual is located in the library or division offices U-drive). 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 documentation is: 1) US Passport or 2) drivers license and SS card. This process is completed at the Human Resource Office (CLA 100).

To be employed under the Institutional Student Help (AM) Program, a student must be enrolled for a minimum of **six credits** required by college regulation **each quarter**. Students are considered to be on their “quarter long break”, if they have three previous, consecutive quarters of 6 credits or more and intend to enroll for 6 or more credits in the next quarter. Work-study employment must be terminated when the student is no longer eligible to participate in the Work-study (AP) Program.

Employment may not exceed 19 hours per week while classes are in session. Students may work up to 40 hours/week during short breaks between quarters and during the quarter when not enrolled if they meet criteria above.

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

REMARKS

 Supervisor/Budget Authority (**print name**)

 Student (**signature**) Date

 Supervisor/Budget Authority (**signature**) Date

 Senior Director of Human Resources
 Certifying Payroll Officer Date