

**RIVERSIDE CITY COLLEGE
STUDENT EMPLOYMENT
HIRE PAPERWORK CHECKLIST**

NEW HIRE DOCUMENTS

Required FORMS

1. Employment Action Request
2. Employee Information Form
3. IRS Form W-4
4. EDD form DE-4
5. DHS form I-9
6. Sick Leave Acknowledgement Form
7. Direct Deposit Form and Bank Attachment (Optional but recommended)

Due to Covid-19 we are temporarily accepting scanned copies of these forms. Employees will need to complete (prefer typed but may complete in ink and must be submitted without mistakes or White-Out), print, sign and scan the forms along with the other forms with approval by the department/site manager for processing. This procedure is in effect until further notice.

Additional Required Documents

1. Unexpired Government Issued Picture ID or RCC Student ID (per the list on the I-9)
 - a. Eligible non-citizens may have to provide an employment authorization card depending on their status.
2. SIGNED social security card

International Students

1. Must provide these documents.
 - a. Unexpired foreign passport (satisfies picture ID)
 - b. Form I-20
 - c. Form I-94
 - d. Social Security Card once received via mail to their home (see process below)
2. Once the hire paperwork is received by the Student Employment Office and verified that all documents have been submitted and completed correctly a letter will be issued to the student to submit to the International Student Center to obtain an additional letter. Both letters along with the Passport, I-20 and I-94 should be taken to the Social Security Administration Office to apply for the social security card.
3. When the student receives their social security card via US mail they are to SIGN the card and submit it to the Student Employment Office in order to complete the hiring process.

REHIRE DOCUMENTS

Required Forms

1. Employment Action Request
2. Employee Information Form
3. Sick Leave Acknowledgement Form

ADD or TRANSFER a Budget, Position or Department

Required Forms

1. Employment Action Request

Academic Year

RIVERSIDE CITY COLLEGE
STUDENT EMPLOYMENT
EMPLOYMENT ACTION REQUEST

Date Received
(Office use only)

Today's Date

Employment Action A

Student ID # Last Name First Name MI

Department / Site: Pay Rate: \$

Job Category: Job Title:

Program Type: (Check all that apply)
Department Funding International Student (Department Funding Required)
Federal Work Study Educational Assistant (RCC Academic Senate Award Required)
Calworks Work Study (Referral by RCC Calworks Office Required)

Funding Source: Department Funding (Educational Assistant budgets will be assigned. You do not need to provide a budget)

Budget #1: Budget #4:
Budget #2: Budget #5:
Budget #3: Budget #6:

Federal Work Study Funding

Program:

On-Campus/RCCD/Satellite Dept: (75%) 12-DZE-1190-0-7091-0304-2331 / (25%) 12-DZE-1190-0-6460-0304-2331

Community Service (ex: Off-Campus Admin, ECE, Tutorial, DRC, Ctr for Soc. Justice)
(75%) 12-DZE-1190-0-7091-0300-2331 / (25%) 12-DZE-1190-0-6460-0300-2331

Calworks Match #1 (CWS/Preferred) (On-Campus/RCCD): (25%) 12-DZE-1190-0-7091-0305-2331

Calworks Match #2 (CWS/Community Service): (25%) 12-DZE-1190-0-7091-0307-2331

Calworks Match #3 (CWS/Alternate) (On-Campus/RCCD): (75%) 12-DZE-1190-0-7091-0306-2331

Reading Tutoring (Off-Campus K-8/ECE): (100%) 12-DZE-1190-0-7091-0301-2331

Math Tutoring (Off-Campus K-8/ECE): (100%) 12-DZE-1190-0-7091-0302-2331

Literacy (Off-Campus K-8/ECE): (100%) 12-DZE-1190-0-7091-0303-2331

Employment Action B

Department (if different):

Budget #1: Budget #4:
Budget #2: Budget #5:
Budget #3: Budget #6:

By signing below, I have read, understand and agree to the Employment Action, Terms and Conditions of Employment and the FERPA Confidentiality Agreement. I also understand that non-compliance of the FERPA Agreement and the Terms and Conditions of Employment may result in termination.

Manager - Print Name

Manager - Signature

Date

Employee - Print Name

Employee - Signature

Date