

Academic Year

2025-26

2026-27

**RIVERSIDE CITY COLLEGE
STUDENT EMPLOYMENT
EMPLOYEE ACTION REQUEST**

RECEIVED DATE
Office Use Only

Today's Date:

Employment Action A (New Hire, Rehire, Etc):

Student ID #

Last Name (Name as is on SSN Card)

First Name

MI

Department/Site:

Pay Rate: \$

Job Category:

Job Title:

Employment Program: (Check all that apply)

Must match approved Job Request Form

**Department/Institutional
Work Study**

Federal Work Study

Educational Assistant

***International Student?**

CalWORKs Work Study

**Academic Senate
Approval Required**

Yes

No

**Referral from CalWORKs
Office Required**

Funding Source

Department Funding: (Educational Assistant budget will be assigned, no need to provide a budget)

Budget #1

Budget #3

Budget #2

Budget #4

CalWORKs Funding:

Federal Work Study Funding:

Employment Action B (Use for Transfers Only)

Department / Site:

**Previous
Pay Rate \$**

Budget #1

Budget #4

Budget #2

Budget #5

Budget #3

Budget #6

Employee Print Name

Employee Signature

Employee Signature Date

Manager Print Name

Manager Signature

Manager Signature Date