

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
(Name as is on social security card. New international student employees use name on current passport)

Department / Site: Pay Rate: \$

Job Category: Job Title:
(Must match approved job request form)

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

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

Budget#1: Budget #3:
Budget#2: Budget #4:

Calworks: *Calworks 75%: 12-DCW-1190-0-6020-4367-2331 - Use this budget unless otherwise advised for Calworks
Calworks 25%: 12-DCW-1190-0-6020-4367-2331

Federal Work Study Funding

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. **STUDENTS MAY NOT START WORKING UNTIL APPROVAL IS ISSUED IN WRITING FROM THE STUDENT EMPLOYMENT OFFICE**

Manager - Print Name

Manager - Signature

Date

Employee - Print Name

Employee - Signature

Date