



2020/2021 Student Employment



Student Employment (District Jobs)

- ☞ Must maintain at least half-time enrollment Fall and Spring - Minimum 6 Units. Summer and Winter - Minimum 3 Units.
- ☞ Must maintain a 2.0 cumulative GPA. (Waived for New Students)
- ☞ Flexible schedules up to 20 hours a week.
- ☞ Federal Financial Aid (FAFSA) eligibility required for Federal Work Study positions.



Student Employment (Federal Work Study Jobs)

- ☞ Student job posting starts in May or June for each academic year and may remain open through August. Job availability is as needed from September through May.
- ☞ The enrollment period runs from July 1st through June 30th every Academic Year and must be re-newed annually, if eligible, for up to four years.
- ☞ All positions are contingent upon funding.

Apply Online: <https://jobs.rcc.edu>

You will be redirected to an alternative site.
Click on the link: <https://pa379.peopleadmin.com>

**For More Information visit the RCC Webpage
(Requires a QR Reader)**



Scan Me

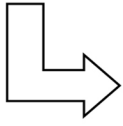
<https://www.rcc.edu/services/studentfinancialservices/Pages/student-employment.aspx>

**RCC Student Employment
Charles A. Kane Student Services Building**

Heather Yates, Student Employment Personnel Specialist
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heather.yates@rcc.edu

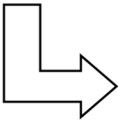
Frequently Asked Questions

What happens after I apply for a position online?



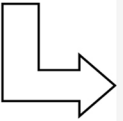
You can use your user ID and password you created to log back in to check your application status. If you weren't selected, your application status will reflect that status. If you were selected for interview, you will receive a phone call or an e-mail so check your voicemail and student e-mail frequently. The process can take about 7-10 Business days.

After turning in hire paperwork how soon can I start working?



An e-mail will be sent to your supervisor with your official hire date as long as you meet the enrollment requirements. Contact your supervisor if you haven't heard anything in 7-10 business days.

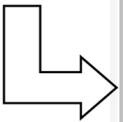
When are timesheets due and where do I turn them in?



The pay period is from the 1st of the month to the end of the month. Timesheets are due to the Student Employment counter on the 1st business day of the month following the end of the pay period. You will want to coordinate with your supervisor to get your timesheet in on time. Your supervisor may want them so they can turn the whole department timesheets in at the same time or they may want you to bring it to the Student Employment counter on the day they are due.

The student is ultimately responsible for ensuring that the timecard is turned in and on time). Payroll calendars are available on the Student Employment webpage or at the student employment counter.

How often do I get paid and where do I pick up my paycheck?



Students get paid on the 20th of each month after they turn in their timesheets. Checks can be picked up at the cashier window in the Charles Kane Building. Direct deposit notices are sent to the supervisors and students working with off campus contracted sites will have their direct deposit notices sent to their home address. *Direct Deposit is highly recommended for all student employees.

Disclaimer: Riverside Community College District is committed to providing access and reasonable accommodation to all District programs and activities. Accommodations for persons with disabilities may be requested by contacting the program/event organizer, **Heather Yates** at (951) 222- 8291, or the **Office of Diversity, Equity and Compliance** at (951) 222-8039.

Alternate formats for this material are available to individuals requiring disability accommodation. Please contact **Heather Yates** at (951) 222- 8291, or the **Office of Diversity, Equity and Compliance** at (951) 222-8039