STUDENT EMPLOYMENT
REHIRE PACKET INSTRUCTIONS

I. Supervisor and student complete the hire slip for the correct program:
   A. Click here for the Department Funding Hire Slip or FWS Hire Slip
      1. Link to information about Department Funded Employment. International students fall under this category. Additional forms may be required for international students.
      2. Link to information regarding Federal Work Study.
      3. Link to information about the Calworks Work Study Program and What is Calworks?

II. Complete the Employee Information Form (Student Completes)
   A. Click here for the Employee Information Form

III. Complete the FERPA Form and the Terms and Conditions Form if rehiring in a different department than the previous year.
   A. Click here for the FERPA Form
   B. Click here for the Terms and Conditions Form

IV. If there are any changes the student would like to make to their direct deposit or W-4 Form, you can find the forms at the links below.
   A. Click here for the Paycheck Direct Deposit Form and Instructions.
   B. Click Here for the W-4 Form

Please contact Heather Yates in Student Employment Services at (951)222-8291 if you have any questions.