STUDENT EMPLOYMENT OFFICE

INSTRUCTIONS FOR OBTAINING STUDENT EMPLOYEES
FOR YOUR DEPARTMENT/SITE

Off-Campus Employment (non-profit agencies contracting with RCC)

1. Click on the following link [http://rcc.edu/services/studentfinancialservices/Pages/studentemployment.aspx](http://rcc.edu/services/studentfinancialservices/Pages/studentemployment.aspx) and go to the “Supervisor” section.
2. Click on Department/Site Forms
3. Complete the off-campus forms and submit the originals to the RCC Student Employment Office. Please complete the New Site Agency Application if this is your first time contracting Federal Work Study with RCC. All sites must submit 3 signed originals of the contract and provide a copy of a certificate of liability insurance. We will return an original copy of the contract to you once approved by our administration. Submit all forms to the following address:
   Riverside City College
   Student Employment Office
   Attn: Heather Yates
   4800 Magnolia Avenue
   Riverside, CA 92506

4. These forms will need to be received and processed by Student Employment before hire/rehire paperwork can be processed. Please allow approximately 7-10 Business days to process your request. You will be notified when your position is posted if posting was requested. Posting for the 2014-15 academic year is tentatively to begin June 1st, 2014.

5. Positions post on average about 3-14 days with a possible extension. If the position is requested to be removed from the website, the Supervisors will have temporary access to view the online applications by obtaining a temporary login and password from the Student Employment Office. Please contact me via e-mail at heather.yates@rcc.edu to place your request.

6. After viewing the applications, complete the Student Employment Candidate Request Form and e-mail it to the address above. Do not start interviewing the students as they have not been screened for eligibility at this point. The full professional version of Adobe Acrobat is required if you would like to save the Candidate Request Form to your desktop and e-mail it. If you do not have this version, you may fax it to (951)328-3695 or you can scan and e-mail it to heather.yates@rcc.edu. We will review the candidates submitted by you for eligibility for the program and e-mail the results back to you. At that time you may start contacting the eligible candidates for interviews.
   When a decision is made to hire a student, you and the student will need to complete the hire paperwork located at [http://rcc.edu/services/studentfinancialservices/Pages/student-employment.aspx](http://rcc.edu/services/studentfinancialservices/Pages/student-employment.aspx).

7. Supervisors and students will complete the hiring forms under their respective sections. Combine the supervisor and student forms and submit to the Student Employment Office for processing. Hire paperwork will be processed as soon as possible. This process may be delayed if the paperwork is incomplete or if there are issues with their financial aid.

8. Once processed the supervisor will receive an approval e-mail notifying them of the employee’s hire date along with a timesheet attached to it. Supervisors cannot allow students to work prior to their official hire date on this e-mail. For federal work study employees, there will be information on the number of hours they have for the year contained in the e-mail. You will need to budget the employee’s hours so that they do not work beyond their allocated hours. Federal Work Study Balance statements will be mailed to you and the student monthly. Balance statements for your district budgets will be mailed to you monthly as well.

9. Please refer to the Student Employment Timesheet Procedures and the Student Payroll Calendar located on the Student Employment Website in the Supervisor section for information on timesheet completion, pay periods and due dates.