

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:

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)
(LAEP (Department Funding 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:

LAEP: On-Campus: 12-DZE-1190-0-7091-0197-2331 Calworks: Calworks 75%: 12-DCW-1190-0-6020-4367-2331
Public Schools: 12-DZE-1190-0-7091-0198-2331 Calworks 25%: 12-DCW-1190-0-6020-4367-2331
Profit/Non-Profit: 12-DZE-1190-0-7091-0199-2331 (Non-Government Only)

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