

**RIVERSIDE CITY COLLEGE
STUDENT EMPLOYMENT
HIRE PAPERWORK CHECKLIST**

NEW HIRE DOCUMENTS

Required FORMS

1. Employment Action Request
2. Employee Information Form
3. IRS Form W-4
4. EDD form DE-4
5. DHS form I-9
6. Sick Leave Acknowledgement Form
7. Direct Deposit Form and Bank Attachment (Optional but recommended)

Additional Required Documents

1. Unexpired Government Issued Picture ID or RCC Student ID (per the list on the I-9)
 - a. Eligible non-citizens may have to provide an employment authorization card depending on their status.
2. SIGNED social security card

International Students

1. Must provide these documents in addition to all new hire documents listed above.
 - a. Unexpired foreign passport (satisfies picture ID)
 - b. Form I-20
 - c. Form I-94
 - d. Social Security Card once received via mail to their home (see process below)
 - e. IRS Form W-4 Exception - Must claim \$33.10 on line 4(c)
2. Once the hire paperwork is received by the Student Employment Office and verified that all documents have been submitted and completed correctly a letter will be issued to the student to submit to the International Student Center to obtain an additional letter. Both letters along with the Passport, I-20 and I-94 should be taken to the Social Security Administration Office to apply for the social security card. Instructions will be provided.
3. When the student receives their social security card via US mail they are to SIGN the card and submit it to the Student Employment Office in order to complete the hiring process.

REHIRE DOCUMENTS

Required Forms

1. Employment Action Request
2. Employee Information Form
3. IRS Form W-4
4. EDD Form DE-4
5. Sick Leave Acknowledgement Form

ADD or TRANSFER a Budget, Position or Department or Request a Pay Increase

Required Forms

1. Employment Action Request

Manager - Complete the Employee action Request and email the packet to the student through Adobe Sign.

EMPLOYEES: Complete these forms (prefer typed but may complete in ink and must be submitted without mistakes or White-Out), sign through adobe sign, or print and sign these forms and scan them to the department/site manager. The manager will forward the documents to Student Employment for processing. This procedure is in effect until further notice.

STUDENTS MAY NOT START WORKING UNTIL WRITTEN NOTICE FROM STUDENT EMPLOYMENT IS ISSUED.

Academic Year

Today's Date

RIVERSIDE CITY COLLEGE
STUDENT EMPLOYMENT
EMPLOYMENT ACTION REQUEST

Date Received
(Office use only)

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
(Calworks Office referral required)
☐ International Student ☐ Educational Assistant
(Department Funding Required) (Must be approved through Academic Senate)

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:

12-DCW-1190-0-6020-4367-2331 (75%) - (Use this budget unless otherwise notified)

12-DCW-1190-0-6020-4367-2331 (25%) (Alternate)

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, 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

Previous Pay Rate \$
(if applicable)

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