

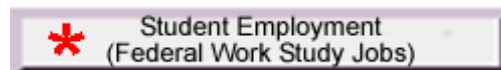
2016-2017



Student Employment

*Student Jobs start
posting in June for
each Academic Year*

Apply online at
<https://jobs.rcc.edu>
(Restricted to jobs at your home college only)



FAFSA eligibility Required for Federal Work Study

Requirements for student employment

- ◆ 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
 - First semester is waived for new students
- ◆ Flexible schedules up to 20 hours per week

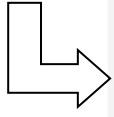
For More Information visit the
RCC Student Employment webpage at

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

RCC Student Employment
Student Financial Service Bldg, Room 112-A (Inside Welcome Center)
Heather Yates, Student Employment Personnel Specialist
PH (951)222-8291 * Fax (951)328-3695
Heather.yates@rcc.edu

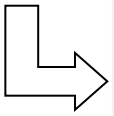
Frequently Asked Questions

What happens after I apply for a position online?



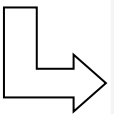
You can use your user ID and password you created to log back in to check your application status. If you weren't selected, your application status will reflect that status. If you were selected for interview, you will receive a phone call or an e-mail so check your voicemail and e-mail frequently. The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

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



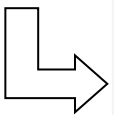
An e-mail will be sent to your supervisor with your official hire date as long as you meet the enrollment requirements. Contact your supervisor if you haven't heard anything in 7-10 business days.

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 in the Student Employment office 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 Office on the day they are due. Payroll calendars are available on the Student Employment webpage or in the student employment office.

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



Students get paid once a month on the 20th of the month after they turn in their timesheets. Checks can be picked up at the cashier window in the Bradshaw Center. Direct deposit notices are sent to the supervisors and students working with off campus contracted sites have their direct deposit notices sent to their home address.

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