


| | |
|--|--|
|  | Human Resource Services |
| | Federal Work Study Student Employment Action Form |

Please read these instructions before completing the form.

Instructions

Student employees must carry a minimum of 6 units during the Fall and Spring semesters, and a minimum of 3 units during the Summer semester. International student employees must carry a minimum of 12 units during the Fall and Spring semesters, and a minimum of 3 units during the Summer semester.

Student employees are limited to working no more than 39 hours per week and international students are limited to working no more than 20 hours per week. Work study will not pay for more than 20 hours per week.

Student employees must receive approval from the Department's Vice President before beginning to work.

It is the Department's responsibility to download the Student Employment Packet for the student employee and to ensure that he/she completes all the forms prior to turning them in to Human Resources Services.

Please note that employees MAY NOT begin work before this form is completed, approved, and all other required employment documentation is submitted to Human Resource Services.

The Division Dean/Director is responsible for checking the budget to confirm adequate funds are available to support the request.

SECTION 1: Use the **actual** date the employee is expected to start working. Actual start date will be when all the hiring requirements are completed. Employment Action Forms will be returned to the Department if the account or any other information is incorrect or missing.

SECTION 2: Complete this section as necessary for changes in employment status.

SECTION 3: Provide final date of employment. Accurate information is necessary to process final payment and to report data for unemployment claims and retirement fund reimbursements.

APPROVAL: After this form is completed, approved and received in Human Resources Services, new employees and former employees **must come to Human Resources Services** to turn in employment papers. To comply with the Immigration Reform and Control Act of 1986, all employees must provide identification and written documentation of eligibility to work in the United States.

Warning: Student employment may be terminated at anytime and for any reason if department deems it necessary.



Human Resource Services Federal Work Study

Student Employment Action Form

For HR Use Only:

Hiring Status _____

Empl Rec # _____

Benefit Rec # _____

Position # _____

Employee MAY NOT BEGIN WORK before this form is completed, approved, and all required employment documentation is completed and submitted to Human Resource Services.

Date _____ Student Employee's Name _____

ID # _____ SSN _____ Position Title _____

Brief description of duties _____

Supervisor _____ Ext _____ Department _____

Number of hours employee will regularly work per week: _____ Units Enrolled for Current Semester _____

Is employee required to possess any license or certificate to perform this job? Yes No

New Employee Current Employee Rehire to the District

1. APPOINTMENT: Complete this portion for a new or returning student employee, or a new student position.

Employment Start Date _____ Hourly Rate: \$9.00 \$11.00 \$13.00

Is a physical required? Yes No

| CODE | ACCOUNT | DEPARTMENT | PROGRAM | PROJECT/GRANT | % |
|------|---------|------------|---------|---------------|-----|
| K | 235400 | 475200 | | 1112200 | 100 |

Please fill in your department's account number. This account will be used when a Federal Work Study student works over 8 hours a day, 20 hours a week, any holidays or weekends or works past their award amount.

| CODE | ACCOUNT | DEPARTMENT | PROGRAM | PROJECT/GRANT | % |
|------|---------|------------|---------|---------------|-----|
| | | | | | 100 |

2. CHANGE: Complete this portion for any combination code change.

Delete Account Add Account Effective _____-16-_____

| CODE | ACCOUNT | DEPARTMENT | PROGRAM | PROJECT/GRANT | % |
|------|---------|------------|---------|---------------|---|
| | | | | | |

3. TERMINATION:

Last Day of Work _____ Recommended Rehire: Yes No

The Division/Dean Director is responsible for checking the budget for adequate funds before forwarding this form to Human Resources Services.

I understand I must not allow a Student employee to begin working until: 1) this form is completed, 2) the Live Scan requirement has been completed, and 3) the entire Employment Packet (including the I-9 documentation) has been completed and submitted directly to the Human Resources Department by the Student Employee.

Approved by **Department** _____ Date _____

Approved by **Dean/Director** _____ Date _____

Approved by **Vice President** _____ Date _____

(Required for all new hires to the District)