

	Human Resource Services
	<b>Student Employment Action Form</b>

**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.

**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 Resource 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 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 Resource Services, new employees and former employees **must come to Human Resource 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

## 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 Student Employee

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	%

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

Delete Account  Add Account Effective \_\_\_\_-16-\_\_\_\_

CODE	ACCOUNT	DEPARTMENT	PROGRAM	PROJECT/GRANT	%

Comments \_\_\_\_\_

**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 Resource 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)