

	Human Resource Services
	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 6 units during the Fall and Spring semesters, and a minimum of 3 units during the Summer semester. Student employees, including international students, are limited to working no more than 20 hours per week.
CalWorks and Federal Work Study (FWS) Student Employees:	Must carry a minimum of 6 units during the Fall and Spring semesters, and a minimum of 1 unit during the Summer semester. International CalWorks/FWS 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. CalWorks/FWS student employees are limited to working no more than 26 hours per week and international CalWorks/FWS student employees 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 cannot work more than 8 hours per day.

The Department is responsible for completing the Student Employment Action form and attaching the Short-Term/Student application (for new hires). In addition, the Department must obtain the required approvals and submit the completed form to Human Resource Services.

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

After this form is completed, approved and received in Human Resource Services, new hires (and if applicable, current employees) will be contacted by Human Resource Services to complete employment papers.



Palomar Community College District

**Student
Employment Action Form**

For HR Use Only:

Start Date _____
Empl Rec # _____
Benefit Rec # _____
Position # _____
Board date: _____

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

- ☐ New Student Employee: number of units enrolled in for current semester _____
- ☐ Continuing Student Employee: number of units enrolled in for current semester _____
- ☐ New Assignment (current STU employee, different department; or same department, different assignment):
number of units enrolled in for current semester _____

Student's Name: _____ Date: _____

SSN: _____ or ID #: _____ Position Title: Student Employee

Brief description of duties: _____

Department: _____ Supervisor: _____

Others to CC: _____ Is a physical required for this position? ☐ Yes ☐ No

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

Anticipated Start Date*: _____ Anticipated End Date: _____

*Actual start date will be when all the hiring requirements are completed and once cleared by HR.

Hourly Rate: ☐ \$16.50 ☐ \$17.00 ☐ \$18.00

Number of hours student will regularly work per week: _____ Estimated Cost: \$ _____

Code	Account	Department	Program	Project/Grant	%

Signatures Needed for Approval:

Supervisor _____ Date _____ Dean/Director _____ Date _____

Vice President or President _____ Date _____