

NORCO COLLEGE

2023/2024 Learning-Aligned Employment (LAEP) Action Form

Funding Source

- On-campus
- For-Profit Employer
- Non-Profit Employer
- Department Funded

Hiring Department: _____ If your department isn't on the scroll down, just type it in.

1. Student's Last Name: _____ Student's First Name: _____

2. Student's ID #: _____

3. Pay Rate (Refer to list of job titles):\$ _____

4. STUDENT AIDE: _____

5. Mark appropriate Employment Type:

- New Hire**- a student that has never worked as a student employee through RCCD.
- Rehire**- a student, who has previously worked for the Student Employment Office, has completed an assignment or has been dismissed and is re-applying.
Answer the following to determine "Rehire" status:
 - Has the student ever worked through the Student Employment Office? Yes No
 - Is the student currently working? (If yes see the Add & Transfer sections below)
- Add**- a student currently working in a department who wishes to seek employment in an **additional** department.
- Transfer** -a student who wants to end his/her current job in a department and work in a new department.
 - What hiring site is the student transferring from? _____

6. Complete Funding Source below:

Department Funded -Provide budget code(s): (object codes must be 2331 for non-instructional or 2430 for instructional)

- 1) _____ 2) _____
- 3) _____ 4) _____

Budget Codes: Please mark the appropriate program budget codes:

- On Campus Department:** 12-EZE-1190-0-7091-0197-2331 (100%)
- Public Schools:** 12-EZE-1190-0-7091-0197-2331(90%)
12-EZE-1190-06460-0198-2331 (10%)
- Profit/Non-Profit Employer:** 12-EZE-1190-0-7091-0197-2331 (50%)
12-EZE-1190-0-6460-0199-2331 (50%)

Supervisor's Name: _____ Phone #: _____ x _____

Supervisor's Signature: _____ Date: _____

Dean, Dept Chair, DirectorSignature: _____
(If required)

NEXT PAGE IS FOR STUDENT EMPLOYMENT OFFICE USE ONLY.

