NORCO COLLEGE

2020/2021 Supervisor Hire Slip/Student Information
(FORM MUST BE TYPED)

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

2. **Student ID #:**_____

3. **Student Aide Level:**_____ 4. **Position Title:** _____ (i.e. Library Aide)

5. **Pay Rate:**$ _____ **Hiring Site/Department:** _____

6. **Please read the following employee types below, 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 <u>Student Employment Office</u>, 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? ☐Yes ☐No **(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 <u>end</u> his/her current job in a department and work in a <u>new</u> department.
   - What hiring site is the student transferring from? _____

7. **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) _____

   5) _____ 6) _____

   Federal Work Study- Please mark the appropriate program budget codes:

   ☐ **On Campus Department:** 12-EZE-1190-0-7091-0304-2331 (75%)   ☐ **Community Service:** 12-EZE-1190-0-7091-0300-2331 (75%)
                          12-EZE-1190-0-6460-0304-2331 (25%)   12-EZE-1190-0-6460-0300-2331 (25%)
   ☐ **CalWORKs:**   12-ECW-1190-0-6020-4367-2331(75%)
     (25%FWS Match)   12-EZE-1190-0-7091-0305-2331 (25%)   ☐ **Reading Tutor:** 12-EZE-1190-0-7091-0301-2331 (100%)
   ☐ **Math Tutor:** 12-EZE-1190-0-7091-0302-2331(100%)   ☐ **Literacy:** 12-EZE-1190-0-7091-0303-2331(100%)

Supervisor's Name:_____ Phone #:_____ x_____

Supervisor's Signature:_____ **Date:** _____

Dean, Dept Chair, Director Signature: _____ **Date:** _____
(If required)

For Department Funded Positions, the department manager must approved budgets being used. Digital signatures are accepted.

ALL completed hiring forms can be uploaded on the Microsoft Forms Link that was sent to you (up to 10 forms can be uploaded at once). This is the preferred method but the completed hiring forms can also be emailed to carmen.parra@norcocollege.edu with the subject line : "2020/21 [Department Name] Hiring Forms". The word "Approved" needs to be in email body from the approving department manager.