

# NORCO COLLEGE

## 2021/2022 Student Employment Action Form

### Funding Source

- ☐ Ed. Assistant
- ☐ Department Funded
- ☐ Federal Work Study
- ☐ CalWORKs
- ☐ International Student  
(Department Funded Required)

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) \_\_\_\_\_
- 5) \_\_\_\_\_ 6) \_\_\_\_\_

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

- |  |   |
|--|---|
| <input type="checkbox"/> <b>On Campus Department:</b> 12-EZE-1190-0-7091-0304-2331 (75%) | <input type="checkbox"/> <b>Community Service:</b> 12-EZE-1190-0-7091-0300-2331 (75%) |
| 12-EZE-1190-0-6460-0304-2331 (25%)   | 12-EZE-1190-0-6460-0300-2331 (25%)  |
| <input type="checkbox"/> <b>CalWORKs:</b> 12-ECW-1190-0-6020-4367-2331(75%)              | <input type="checkbox"/> <b>Reading Tutor:</b> 12-EZE-1190-0-7091-0301-2331 (100%)    |
| (25%FWS Match) 12-EZE-1190-0-7091-0305-2331 (25%)  | <input type="checkbox"/> <b>Literacy:</b> 12-EZE-1190-0-7091-0303-2331(100%)          |
| <input type="checkbox"/> <b>Math Tutor:</b> 12-EZE-1190-0-7091-0302-2331(100%)           |   |

Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ x \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean, Dept Chair, DirectorSignature: \_\_\_\_\_  
(If required)

**PLEASE EMAIL SIGNED FORMS TO:**  
**carmen.parra@norcocollege.edu**

**NEXT PAGE IS FOR STUDENT EMPLOYMENT  
OFFICE USE ONLY.**

# NORCO COLLEGE

## Student Employment

### Budget Control Slip

☐ NEW HIRE ☐ REHIRE ☐ ADD ☐ TRANSFER ED. ASSISTANT

#### Student Employee's Information:

Name: \_\_\_\_\_  
Last Name, First MI

Social Security#: \_\_\_\_\_ Student ID# \_\_\_\_\_ ☐ Norco Home College

Units/Term (at time of hire): \_\_\_\_\_ FAL WIN SPR SUM CGPA: \_\_\_\_\_ ☐ Probation

Hiring Site: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

#### FWS Budget Information:

- ☐ On Campus: 12-EZE-1190-0-7091-0304-2331 (75%)  
12-EZE-1190-0-6460-0304-2331 (25%)
- ☐ Community Service: 12-EZE-1190-0-7091-0300-2331 (75%)  
12-EZE-1190-0-6460-0300-2331 (25%)
- ☐ Reading Tutor: 12-EZE-1190-0-7091-0301-2331
- ☐ Math Tutor: 12-EZE-1190-0-7091-0302-2331
- ☐ Literacy: 12-EZE-1190-0-7091-0303-2331
- ☐ CalWORKs: 12-ECW-1190-0-6020-4367-2331  
(75%)  
12-EZE-1190-0-7091-0305-2331 (25%)
- CalWORKs Funded (ONLY) Amount: \_\_\_\_\_  
Total Hours: \_\_\_\_\_

#### Financial Aid Information:

FA Status : \_\_\_\_\_  
Award Date : \_\_\_\_\_  
FWS Award: \$ \_\_\_\_\_  
FWS Hours: \_\_\_\_\_  
Transferring or Adding Depts: \_\_\_\_\_  
FWS Balance \$ \_\_\_\_\_  
FWS Hours: \_\_\_\_\_  
If student becomes  
INELIGIBLE After Hire Date:  
Ineligible Date: \_\_\_\_\_  
☐ Appeal Approved Date: \_\_\_\_\_  
☐ Appeal Denied Date: \_\_\_\_\_

#### Department Budget Information:

#1 Hiring Site: \_\_\_\_\_

Budget Code \_\_\_\_\_

#2 Hiring Site: \_\_\_\_\_

Budget Code \_\_\_\_\_

#3 Hiring Site: \_\_\_\_\_

Budget Code \_\_\_\_\_

#4 Hiring Site: \_\_\_\_\_

Budget Code \_\_\_\_\_

#5 Hiring Site: \_\_\_\_\_

#4 Hiring Site: \_\_\_\_\_

Budget Code \_\_\_\_\_

#### Transfer Information:

Hiring Site: \_\_\_\_\_

Budget Information: FWS Funded Department Funded

#### Galaxy Information:

EMPLOYEE #: \_\_\_\_\_

Hire Date: \_\_\_\_\_

All Student Employee's

Position End Date is June 30, 2022

☐ Dismissal Form attached ( if student  
employee was dismissed prior to End Date).

Last Day Worked: \_\_\_\_\_

☐ TB Entered

Exam Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

☐ FHC Entered

Exam Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

#### Reimbursements:

☐ TB

Amount Reimbursed: \$ \_\_\_\_\_

Payroll Date Paid: \_\_\_\_\_

☐ FHC

Amount Reimbursed: \$ \_\_\_\_\_

Payroll Date Paid: \_\_\_\_\_

☐ LIVESCAN

Amount Reimbursed: \$ \_\_\_\_\_

Payroll Date Paid: \_\_\_\_\_

☐ Uniform

Amount Reimbursed: \$ \_\_\_\_\_

Payroll Date Paid: \_\_\_\_\_

#### COMMENTS:

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