Chaffey College
2026-2027 Student Employment
Forms & Information

26-27 Labor Requisition
This form is used to request approval to hire a student position by outlining job details, funding source, and hiring justification.

Handshake Job Posting Request
This form is intended to request that a job opportunity be posted on Handshake for student recruitment.

Student Employment Eligibility Grid
A reference tool used to determine a student's eligibility to work based on enrollment status, funding type, and employment guidelines.

Notice of Separation - Student Employees
This form is intended to formally document an employee or student employee's separation from employment, including the reason and last day worked.

Budget Update Form
This form is intended for approved student workers who require a new budget code to be added to their timesheet. This includes students who were previously denied Federal Work-Study (FWS) and are currently being paid through Categorical/Grant or District/Unrestricted/General funds.

Time Entry for Student Workers
Includes information and screenshots that guide student employees through recording and submitting their work hours for payroll.

Timekeepers / Time Approvers
Provides information and screenshots explaining how designated timekeepers and supervisors review, verify, and approve submitted time entries for payroll processing.

How to Assign a Proxy
Provides information explaining how supervisors or timekeepers can assign a pre-approved proxy to review and approve timesheets on their behalf when they are unavailable at the beginning or end of a pay period.

Essentials for Federal Work-Study Supervisor
Informational videos provided by Financial Aid TV.