



**Career Center**  
**Student Employment Office**  
**Requisition for Student Labor**

**ATTENTION:** Student employees may not begin working until all required paperwork is submitted to the Career Center **AND** an **Authorized Start Date** has been established. The department will be notified via email when processing is complete for new or rehired student employees.

Fiscal Year: \_\_\_\_\_ ☐ New Employee ☐ Re-hire/Continuing Employee ☐ International Student

**Student Employee Information**

Legal Name:	
ID Number:	
SSN:	
Birth Date:	
Gender	
Contact Phone:	
Alt. Contact Phone:	
Chaffey E-mail: @panther.chaffey.edu	

**Position Information**

Job Title:	Student Assistant
Pay Range/Rate:	
Minimum wage rate increase effective January 2023	
Department/Area:	
Start Date:	
End Date: (No later than June 30)	
Approximate hours per week:*	
Web Time Entry Supervisor/ID#:	
Web Time Entry Alt. Supervisor/ID#	

\*20 hours max during semesters and 35 hours max during non-attendance periods

**Budget Information:**

Budget Number	Funding Source	%	Notes

**APPROVALS**

Prepared By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Area Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Manger Signature: (If different from Area Manager Above) \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE OF EMPLOYMENT**

The Chaffey College Governing Board has authorized employment of the person named herein according to all the data contained on this document. **Authorized Agent of the Governing Board Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Financial Aid Office Use (FAO):**

Fall Semester	Spring Semester
Award Amount:	Award Amount:
Award Dates:	Award Dates:
FAO Signature:	FAO Signature:
Comments:	

**Student Employment Office Use:**

Received:	
Employee Contacted:	
Paperwork Completed:	
Financial Aid Authorization:	
HR Background Clearance:	
Authorized Start Date:	
Processing Completed	
Signature:	Date:

**Student Requirements**

GPA	
Units	

Revision:
Revision:
Revision:
Revision: