Student Employment

New Hire Checklist

Student ID Number: ________________________________

Student Last Name: ___________________________ First Name: ___________________________

Hiring Dept/Site: _________________________________

Must Complete this section if you checked Federal Work Study/CalWorks as a Program Type above:

1. Completed 19/20 FAFSA Application? Yes No
2. Completed Financial Aid File? Yes No
3. Approved for CalWORKs Work Study Funds? Yes No CalWorks Counselor Signature: ___________________________

STUDENTS MAY NOT WORK UNTIL THEIR SUPERVISORS HAVE RECEIVED APPROVAL IN WRITING BY STUDENT EMPLOYMENT OFFICE

You will need the following forms and documents submitted to Student Employment before hiring is finalized.

Employee Initials

Completed online application for the department with RCCD.

__________ Offer of employment was made, signed and dated on the MVC Hire Slip. Ensure a pay rate is included before you sign.

__________ Completed Employee Information Form.

__________ W-4 Form (P.O. Boxes cannot be used for an address on this form. Street addresses only.)

☐ Your name on line 1 should match your name on your social security card

☐ *Cannot have mistakes or use white-out. If mistakes are made, you must start over with a new form.

__________ Completed and sign the I-9 form (establishes work eligibility)

__________ Signed social security card (card must be signed before submitting)

__________ Current photo ID

__________ TB test results within 60 days of hire (if required from department).

__________ Current Riverside County Food handler’s certification card (Required only for Food Services Workers)

__________ Fingerprinting appointment was made with the District (if required by department).

__________ Complete and sign the Sick Pay Acknowledgement Form

__________ Signed and dated Terms and Conditions form

__________ Signed FERPA Agreement

__________ Designation of Beneficiary Form

☐ Make sure you provide your designated beneficiary’s social security number OR photo ID number. Both are not required

☐ Make sure you provide designated beneficiary’s FULL mailing address

☐ Make sure you sign and date the form at the bottom.

☐ Witnesses cannot be related to the employee or beneficiary (Must provide 2)

__________ Direct deposit form should be complete with voided check or statement attached (recommended but not required)