



FINANCIAL AID OFFICE

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 ☎ (415) 239-3575/3576 • Fax (415) 239-3917

Department New/Rehire Employment Form

Complete this form for each student employed by your department. In addition, a new hire must also complete the “New Hire Student Employment Form” and submit all the requested documents to Financial Aid Office Student Personnel for processing.

Job Classification (Please Check one):

- CalWorks (sl) PAES (sl)
- College Lab Aide (sl)
- College Work Study – Credit (sw – cr)
- College Work Study – Non-Credit (sw – n/c)

Fiscal Year: **Select one**

Fall **Select One** Spring **Select One** Summer **Select One**

Student Name:		Last, First Middle <i>(Must match Social Security Card)</i>						Student ID:			
Department:						Box:			Telephone:		
Fund:		Organization:		Account:		Program:		Activity:		Percentage:	
Fund:		Organization:		Account:		Program:		Activity:		Percentage:	
Hours per Pay Per.:		# of Pay Per.:		Salary Encumbrance:							
Supervisor's #1 Name:						Supervisor's #1 ID #:					
Supervisor's #2 Name:						Supervisor #2 ID #:					
If more than one Supervisor is used, BOTH Supervisors (or their proxies) must approve the timesheet to authorize payment.											

Description of Job: _____

Department Authorized Signature _____

Date Signed _____

===== **To Be Completed by Student Personnel – For Office Use Only** =====

New _____	Already on Payroll _____	Date of Hire: _____
Fall Award _____	Spring Award _____	Summer Award _____
W-4 Tax Cert. _____	TB Screening Test _____	Class Emp. Hist. _____
Pay Card Option _____	Direct Deposit _____	I9 Verification _____
Units Verified _____	Units Verif. Date _____	

Approval Signature: _____

Clearance to Begin Work: _____