2016-2017
ON-CAMPUS EMPLOYMENT REQUEST

Step 1 - Complete ALL sections. Incomplete forms will be returned to Supervisor.

Immediate Supervisor: _____
Last Name *First Name*

Approver for Timesheets (if not the supervisor): _____
Last Name *First Name*

Students wishing to apply can reach me via: _____
Phone, Email, Office Location, etc.

Student employee will be working for the following department: _____

❑ Rocklin Campus ❑ Roseville Gateway ❑ NCC ❑ Tahoe-Truckee

- *Student job titles and pay rates **must match** those listed in MySierra. Be sure you check the correct year's pay schedule.*
- *Jobs will be posted online for 30 days at Sierra Job Link for recruitment. If you wish to have your job listing removed sooner or you would like to extend your listing, please contact Doreen at (916) 660-7317.*

If you **do not** want your job posted, please check here ❑

Student Employees are requested under the following funding programs. *Please complete one form per funding program. Note: Equity, SSSP or BSI are not a funding program. They are a source of payment and will be recognizable by the FOAP.*

❑ District Student Help (DSH) ❑ Federal Work Study (FWS) ❑ CalWORKS Work Study (CWS)*****

The following **job titles** will be paid from this funding program:

1._____ 3. _____

2._____ 4. _____

FOAP used to pay this position is: _____
**** For CalWORKS funded positions, provide a FOAP for the 25% responsibility of your department.***

Administrative Assistant Signature to approve FOAP: _____

Supervisor Signature: _____

Division Managers Signature: _____

Step 2 – Send completed form to Doreen Prado for position number assignment.

For Business Services Use Only:

Available Budget $_____ as of _____ Verified by_____

Student assigned to Position Number _____