

## PERSONNEL ACTION FORM STUDENT

SID#								Stop	Date Prepared
Name (last name first)									
Address (number/street) (city) (st					(stat	ate) (ZIP) Telephone			
EMPLOYMENT STATUS  AM – Institutional Student Employment AP-0101 (Fed Wk Study) AP-0303 (State Wk Study)						SCHOOL ATTE	Not to around 10 man reads		
ACTION  New Appointment Budget Coding Change Reappointment Termination Employee Type Change Other Salary Rate Change/Wage Increase							HR USE ONLY A 1		
EFFECTIV From	)	Date of Hire			Termination Date		BUDGET CODE (Include all possible budget codes for this year)  Appr – Prog – Org – Obj – Sub		
CONDITIONS OF		Code  MENT:	Rng Student en	Step		Hourly Rate	es and reo	ulations (manual is loc-	ated in the library or division
CONDITIONS OF EMPLOYMENT: Student employees must comply with college policies and regulations (manual is located in the library or division offices U-drive). Wages paid will be appropriate and reasonable, and will depend on type of work performed, experience, and proficiency. The starting salary will not be less than the current minimum wage rate.  I-9 documentation is required within 72 hours of employment. Most common identification used for documentation is: 1) US Passport or 2) drivers license and SS card. This process is completed at the Human Resource Office (CLA 100).  To be employed under the Institutional Student Help (AM) Program, a student must be enrolled for a minimum of six credits required by college regulation each quarter. Students are considered to be on their "quarter long break", if they have three previous, consecutive quarters of 6 credits or more and intend to enroll for 6 or more credits in the next quarter. Work-study employment must be terminated when the student is no longer eligible to participate in the Work-study (AP) Program.  Employment may not exceed 19 hours per week while classes are in session. Students may work up to 40 hours/week during short breaks between quarters and during the quarter when not enrolled if they meet criteria above.  Student employees are exempt from the civil service rules of the Higher Education Personnel Board and are not eligible for state employee benefits									
REMARKS									
Supervisor/Budget Authority ( <b>print name</b> )						Student (s	Student (signature)		Date
Supervisor/Budget Authority (signature)  Date						VP, Huma Certifying		Date	

Distribution: Payroll, Financial Aid, HR, Student, Budget Authority