

FISCAL YEAR: 2018 - 2019

FRESNO CITY COLLEGE
STUDENT AIDE & EXEMPT EMPLOYEE PERSONNEL REQUISITION

TO: ADMINISTRATIVE SERVICES

PLEASE INDICATE PURPOSE OF REQUEST:

New Hire _____ Rehire _____ Change of Classification _____ Add Budget _____ Change of Budget _____ Exempt _____ Other _____

Employee Information (To be completely filled out by hiring department)

Datatel ID#: _____ Email: _____

Last Name: _____ First: _____ DOB: _____

Street: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Requested Beginning Date: _____

OFFICIAL BEGINNING: _____ (Assigned by Administrative Services Office)

Approximate Ending Date: _____ (Categorically funded employees only)

Budget Number(s): _____

Classification & Hourly Rate: Student Aide Level I \$12.00 _____ Level II \$12.50 _____ Level III \$13.00 _____ Level IV \$14.00 _____

Instructional _____ Non-instructional _____ Additional Info _____

Timesheet Information (please print):

Division: _____ **Department:** _____

Direct Supervisor: _____ **Administrative Supervisor:** _____

Students and Exempt Employees may not begin working until the start date assigned by Administrative Services.

The following conditions must be met and verification of same must be attached to this requisition:

- Unit enrollment verification if not a SCCC student. Must include name of school, student name, semester (Fall/Spring), number of units, and report date.

Students cannot work more than **19** hours per week. Students under a split CalWORKs budget cannot work more than **20** hours per week. No student, regardless of budget type, can work overtime or more than 975 hours total in any fiscal year.

Administrative Services Technician Date Administrative Supervisor Date

Administrative Services Use Only

PAC _____

Unit Check _____ Fall Semester _____

Timesheet/TCP _____

Yr _____ Spring Semester _____

TB Clearance _____

Yr _____ Off-Campus Site _____