



Student Employment – Norco College Rehire/Add/Transfer Checklist and Instructions

The following must be completed to determine eligibility for Federal Work Study:

1. Completed 17/18 FAFSA Application?	Yes	No
2. Completed Financial Aid File with Financial Aid Office?	Yes	No

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

****All students must read the following information about the Affordable Care Act at the following link:**

<http://www.norcollege.edu/services/employment/Pages/index.aspx> **

Rehire

Has worked for NORCO Student Employment before?

Employee Initials

- _____ Complete, sign and date the Employee Information Form
- _____ W-4 Form - Federal (**Only if you want to make a change**)
- _____ ☐ 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
- _____ TB test results if none on file (Early Childhood Education, Food Services, Upward Bound and off-campus sites) (**if rehiring in a different department ONLY**) **Must be taken within 60 days of hire**
- _____ Current food handler certification card if none on file (Food Services ONLY) (**if rehiring in a different department ONLY**)
- _____ Sign and date the Terms and Conditions form (**if rehiring in a different department ONLY**)
- _____ Sign and date the FERPA Agreement (**if rehiring in a different department ONLY**)
- _____ Complete the Sick Pay Acknowledgement Form
- _____ Direct deposit form should be complete with voided check or statement attached. If you already have direct deposit there is no need to submit another form unless making a change. **(DIRECT DEPOSIT IS RECOMMENDED)**

Transfer

Transferring from one department to another - _____

Department/Site and Location Transferring from

- _____ Complete, sign and date the Employee Information Form
- _____ Sign and date the Terms and Conditions form
- _____ Sign and date the FERPA Agreement
- _____ TB test results if none on file (Early Childhood Education, Food Services, Upward Bound, off-campus sites ONLY) **Must be within 60 days of hire**
- _____ Current Food handler's certification card if none on file (Food Services ONLY)

Add

Adding an **additional department** to an employees work file (working for more than one department at the same time)

For additional department use same list as "Transfer"

Add

Adding **additional budgets** under the same department to a students work file

- _____ Complete, sign and date the Employee Information Form
- _____ **Complete the "FWS Hire Slip" with your supervisor and combine with the forms above. Submit to Student Employment.**

STUDENTS MAY NOT WORK UNTIL WRITTEN AUTHORIZATION HAS BEEN GIVEN IN WRITING TO THE SUPERVISOR.



**Student Employment
EMPLOYEE INFORMATION FORM**

(Please Type Form)

Academic Year 2018/2019

I. Personal Information

1. Student's Name (**Exactly as Written on Social Security Card**)

Last: _____ First: _____ Middle I: _____

2. Other name(s) used at this school: _____

3. Street Address: _____ City: _____ State: _____ Zip Code: _____
Street Address or P.O. Box

4. Social Security #: _____ 5. Student ID #: _____

6. Date of Birth (MM/DD/YYYY): _____ 7. ☐ Male ☐ Female

8. Telephone Number: _____

9. E-Mail Address: _____

10. **Emergency Contact:** Last Name: _____ First Name: _____
(Mandatory)

Relationship to you: _____ Daytime Phone Number: _____

11. Name of department/hiring site: _____

12. Name of hiring supervisor: _____

II. Please read and initial

_____ I understand I must maintain a minimum half-time enrollment (6.0 units for Fall/Spring, and 3.0 units for Summer and Winter).

_____ I understand I must maintain a minimum 2.0 cumulative GPA.

_____ I understand I must have Norco College listed as my designated home college with Admissions and Records.

_____ I understand that if I fall below half-time enrollment and/or my cumulative GPA falls below a 2.0, **I may be dismissed from my position.**

_____ I understand that the hiring department/site or its funding is subject to change.

_____ I understand that I am limited to working no more than 8.0 hour per day, and no more than 20 hours per week.

_____ I understand that I cannot work until ALL paperwork is completed and processed by the Student Employment Office and written notification has been sent to my supervisor. My supervisor will contact me when my employment can begin. If I work prior to my employment authorization I may not be paid on time.

III. Sign and Date

I certify that all of the above information is true and accurate to the best of my knowledge.

Employee's Signature: _____ **Date:** _____