



## **BERKELEY CITY COLLEGE STUDENT HIRE CHECK-LIST**

Returning students will need to complete the top portion. New students will need to complete the bottom portion. Each semester a student is returning to work, a new Recommendation for Student Employment Form must be completed and turned into the Office of Instruction. The following must be completed for each student:

Candidates Name: \_\_\_\_\_

### **Check-list for hiring **RETURNING** Student TA's:**

- ☐ Recommendation for Student Employment Form
- ☐ Current Enrollment Printout

### **Check-list for hiring **NEW** Student TA's:**

- ☐ ePAF (to be completed by staff)
- ☐ Recommendation for Student Employment Form
- ☐ Student Application: <http://peraltaccd.peopleadmin.com/postings/2095>  
> Apply to this Job > Login: Create Account > Save > Print a copy for Office of Instruction
- ☐ Loyalty Oath
- ☐ Current W-4 Form
- ☐ Eligibility I-9 Form
- ☐ Social Security Card
- ☐ Government Issued Picture ID (driver's license, passport)
- ☐ Acknowledge Receipt Form
- ☐ Current Enrollment Printout
- ☐ Do you qualify for work-study?
- ☐ Budget Printout (to be completed by staff)

# Berkeley City College

## Recommendation for Student Employment

Name Last, First			<b>Semester (s)</b>
Student ID#			
E-mail			
Student Phone #			
Are you registered in 6 or more units?	Are you working in another department or location?		

New Employee Employee	
Revision / RETURNING	

### To be completed by Requestor and Department Chair:

Start Date:	End Date:	Hours Weekly:
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Department:

Faculty / Chair Requestor:	Signature:	
Position Title:	Code:	Pay Rate: 12.25

### Encumbrance Calculation:

\$ _____	X _____	X _____	= \$ _____
Pay Rate	Hours	Weeks	TOTAL ENCUMBRANCE

### Description of Duties:

100% OR \_\_\_\_\_

Budget Code 1: : \_\_\_\_\_

LOCATION	FUND	COST CENTER	OBJECT	PROG.	ACTIVITY	SUFFIX	SPEC. PROJ.	LN. CONT
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Other%: \_\_\_\_\_

Budget Code 2: : \_\_\_\_\_

LOCATION	FUND	COST CENTER	OBJECT	PROG.	ACTIVITY	SUFFIX	SPEC. PROJ.	LN. CONT
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**\*\*New student employees must fill out an Employee Packet. This packet is available on line or at the Office of Instruction located on the 4<sup>th</sup>. The packet includes: Employment Application, Loyalty Oath, Eligibility I-9 Form, Current W4. The following documents are required: Social Security Card, CA Driver's License or ID, and current registration printout with a minimum of 6 units. The student may also be asked to produce one or more of the following documents: passport, I-20, Permanent Resident Card, or other documents as required. All students working with underage children (under 18) such as Student Ambassadors, Grade/High School Tutors or Safety Aides must be fingerprinted.**

Student signature \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge my start and end dates and I CAN NOT EXCEED THE MAXIMUM HOURS PER WEEK: Initials \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Office (Budget Approval) \_\_\_\_\_ Date \_\_\_\_\_