MORENO VALLEY COLLEGE

Student Employment
Rehire/Transfer/Add Checklist

Program Type: ☐Federal Work Study ☐CalWORKs Matched Program ☐Department-Funded

Student ID Number:_____

Student Last Name:_____**First Name:**_____

Hiring Dept/Site:_____

Must Complete this section if you checked Federal Work Study/CalWORKs as a Program Type above:

1. **Completed 24/25 FAFSA Application?** ☐ **Yes** ☐ **No**
2. **Completed Financial Aid File?** ☐ **Yes** ☐ **No**
3. **Approved for CalWORKs Work Study Funds?** ☐ **Yes** ☐ **No** **CalWORKs Counselor Signature:**_____

Students may NOT work UNTIL a WRITTEN APPROVAL is provided by STUDENT EMPLOYMENT

You will need the following forms and documents submitted to Student Employment before hiring is finalized.

REHIRE—Employee has continuously worked for MVC Student Employment with a break of less than one year

Employee Initials

_____ **1.** Completed, signed and dated MVC Hire Slip marked "Rehire." **Ensure a pay rate is included and you have received the Terms and Conditions of Employment BEFORE you sign.**

_____ **2.** Completed Employee Information Form.

_____ **3.** W-4 Form - Federal and DE-4 Form-State **(Only if you want to make a change to previous forms)**
- **Your name on line 1 should match your name on your social security card exactly.**
- **Cannot have mistakes or use white-out. If mistakes are made, you must start over with a new form.**

_____ **4.** TB test results within 60 days of rehire and if none are on file **(Required if rehiring in a different department ONLY)**

_____ **5.** Current Riverside County Food Handler certification card if none on file or has expired (Food Services ONLY)

_____ **6.** Signed FERPA Agreement

_____ **7.** Direct deposit form should be complete with voided check or statement attached. *Only submit if changing or removing an existing account.* **(DIRECT DEPOSIT IS RECOMMENDED)**

Transfer--Transferring from one department to another - Department/Site and Location Transferring from:

Employee Initials

_____ **1.** Completed, signed and dated MVC Hire Slip and marked "Transfer"

_____ **2.** Dismissal form from Current Department

_____ **3.** Signed FERPA Agreement

_____ **4.** TB test results within 60 days of rehire and if none are on file **(Required if rehiring in a different department ONLY)**

_____ **5.** Current Riverside County Food Handler certification card if none on file (Food Services ONLY)

ADD—Employee is adding a Department or Additional Budget

_____ **Adding an additional department to an employee's work file (working for more than one department at the same time)**

- *For additional department use same list as "Transfer"*

_____ **Adding additional budgets under the same department to a student's work file**

- Completed MVC Hire Slip and mark "Add Budget"