



Student Employment New Hire Checklist

Program Type (Check One)

- Department-Funded
- Federal Work Student
- CalWorks Matched program

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 20/21 FAFSA Application? | Yes | No |
| 2. Completed Financial Aid File? | Yes | No |
| 3. Approved for CalWORKs Work Study Funds? | Yes | No |
- No CalWORKs Counselor Signature: _____

STUDENTS MAY NOT WORK UNTIL A HIRE DATE has been Provided in WRITING

You will need the following forms completed correctly and submitted to Student Employment Office before hiring can finalized.

Employee Initials (optional)

- _____ Completed online application for the department with RCCD. (optional)
- _____ Offer of employment was made, signed and dated on the MVC Hire Slip. **Ensure a pay rate is included before you sign.**
- _____ Completed Employee Information Form.
- _____ W-4 Form and DE-4 forms must match. **P.O. Boxes cannot be used for an address.)**
 - 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.**
- _____ Completed and sign the I-9 form (establishes work eligibility)
- _____ Signed social security card (card must be signed before submitting)
- _____ Current photo ID showing Date of Birth (DOB).
- _____ TB test results within 60 days of hire (if required from department).
- _____ Current Riverside County Food handler's certification card (**Required only for Food Services Workers**)
- _____ Fingerprinting appointment was made with the District (if required by department).
- _____ Complete and sign the Sick Pay Acknowledgement Form
- _____ Signed and dated Terms and Conditions form
- _____ Signed FERPA Agreement
- _____ Designation of Beneficiary Form
 - Make sure you provide your designated beneficiary's social security number **OR** photo ID number. Both are not required
 - Make sure you provide designated beneficiary's **FULL** mailing address
 - Make sure you sign and date the form at the bottom.
 - Witnesses cannot be related to the employee or beneficiary (Must provide 2)
- _____ Direct deposit form should be complete with voided check or statement attached (**recommended but not required**)