



MT. SAN JACINTO COLLEGE Student Employment Hire Slip

FINANCIAL AID USE

*HR will not process without FA approval

Academic Year: _____
Awarded FWS: Yes / No
FWS Award Amount: \$ _____
G.P.A. _____
Units Enrolled: _____
FA SP SU
FA Staff Initials: _____

A: Student Section		New Hire:	Rehire:	Extension:
Student ID #:		Employee ID #:		
Last	First	MI	Job Posting #:	
B: Hiring Manager Section		FWS Budget Code: 12 __ 36 4101 0 _____ 0000 _____		
		Effective Date:	End Date:	
Date of Hire:	End Date:	District Budget Code:		
		Effective Date:	End Date:	
Hiring Manager:		CW/Job Connect Budget Code:		
		Effective Date:	End Date:	
Timesheet Monitoring Rep:		Categorical Grant Budget Code:		
		Effective Date:	End Date:	
Department Name:		Special Assignment: LRC Peer Tutor: _____ LRC EMBT: _____ LRC Greeter: _____ Library PRA: _____ CDEC Student Intern: _____		
Campus Location:		Rate of pay: \$16.90		
<p>I agree to hire the above student under the terms of the Student/Employer Agreement. I understand that the student must meet eligibility criteria for each term, be enrolled in at least 6 units each semester, and will work no more than 20 hours each week for more than 8 hours per day. I am responsible for monitoring my student's earnings so that they do not earn more than their most recent FWS award.</p>				
Hiring Manager Signature		Date		
Director/Dean Signature		Date		
Financial Aid Administrator Approval		Date		
Business Services Approval		HR Received		