



LOS RIOS COMMUNITY COLLEGE DISTRICT
INTENT TO EMPLOY – STUDENT EMPLOYEES - REVISIONS

Directions: PRINT OR TYPE ONLY.

Work Location

ARC	EDC	FM
CRC	Ethan	SCC
DO	FLC	Other

Employee ID: _____

Name _____
Last, First, M.I.

Note: Name on Intent and Social Security card **must** be the same.

Budget Revisions: The Effective Date for Budget Revisions are typically reflective of the beginning of a payroll period (i.e., July 1, July 25, August 25).

Job Position Information – This section MUST be completed						
Employee Type:	Student Help (job code (0001/Account-2303/2313)	Federal Work Study (job code 0002/Account-2304/2314)				
Position #: _____	Dept. Name: _____					
Date Revision – Only complete if changes to Start and/or End Date(s)						
<u>Original Dates</u>			<u>Revised Date(s)</u>			
Start Date: _____	End Date: _____		Start Date: _____	End Date: _____		
Budget Revision – Only complete if changes to Adding or Ending Budget Strings						
Add OR End		Budget # _____ / _____ / _____				
Effective Date: _____		<small>Account Fund Org/ GL Dept. ID Program Proj/ Grant</small>				
Add OR End		Budget # _____ / _____ / _____				
Effective Date: _____		<small>Account Fund Org/ GL Dept. ID Program Proj/ Grant</small>				
Add OR End		Budget # _____ / _____ / _____				
Effective Date: _____		<small>Account Fund Org/ GL Dept. ID Program Proj/ Grant</small>				
Add OR End		Budget # _____ / _____ / _____				
Effective Date: _____		<small>Account Fund Org/ GL Dept. ID Program Proj/ Grant</small>				
Add OR End		Budget # _____ / _____ / _____				
Effective Date: _____		<small>Account Fund Org/ GL Dept. ID Program Proj/ Grant</small>				

VPA/ DO/ FM Administrator: _____
Signature

TO BE COMPLETED BY DISTRICT HUMAN RESOURCES		
Date Input: _____	Emp. Rcrd #: _____	Completed: _____