NEW HIRE INSTRUCTIONS FOR STUDENT EMPLOYEE

Completing the Intent to Employ – Student Employee (New Hire)
(Version: Form P-103C - Revised: 4/2022)

Required: Intent to Employ – Student Employee and all signed hiring documents from employee ALL attached to a P-103C with electronic signature approval. Please note it is the responsibility of the college to gather all required New Hire paperwork and include with the intent to employ.

1. Upon approval to hire from Vice President of Administration (VPA):

    a. The "Employee Complete" section is to be completed by Hiring Supervisor/College Representative (Originator), they will check with the employee (via phone or e-mail) to get updated answers to these questions and relay employment limitations. The name of the Hiring Supervisor/College Representative who gathered this information is to be placed on the "Supervisor/College Representative" line. The rest of the intent is to be completed.

    b. The originator shall create an e-mail to contain on the "Subject" line information on the employee stating: "New Hire - LastName, FirstName – ID#XXXXXXX – STU"

    c. If the originator is not the Hiring Supervisor, they are to e-mail the Intent with the appropriate "Subject" line to the Hiring Supervisor.

    d. The Hiring Supervisor/College Representative (Originator) will e-mail the new hire paperwork as zip file along with the Intent to Employ OR they can scan the paperwork and include in the email. Note: the original I-9 documents must be viewed in person by a LRCCD representative.

2. The "Hiring Supervisor to Complete" section should be confirmed/completed by the hiring supervisor. Next, the supervisor shall forward the intent to the Business Office stating "Approved" in the body of the e-mail.

3. The Business Office will log the intent and forward the e-mail, intent, and zip file of New Hire documents to the VPA/Authorized Signer for approval.

4. The VPA/Authorized Signer electronically sign the Intent to Employ and email, with zip file, to NewHireIntents@losrios.edu for Human Resources to input.

Updated: 10/2/2020; 2/2021; 4/2022