NEW HIRE INSTRUCTIONS FOR STUDENT EMPLOYEE –

DURING REMOTE OPERATIONS

Completing the Intent to Employ – Student Employee (New Hire)
(Version: Form P-103C - Revised: 06/2020 – Remote)

Required: Intent to Employ – Student Employee attached to an e-mail string with approvals (all approvals must be sent from a LRCCD e-mail). Please note that the e-mail string will become part of the employee's personnel file. Do ***not*** include a signature anywhere on 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.

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 and intent to the VPA/Authorized Signer for approval.

4. The VPA/Authorized Signer will forward the Intent to Employ and state "Needs Hiring Paperwork" in the body of the e-mail and mail it to NewHireIntents@losrios.edu for Human Resources to coordinate new hire paperwork.

5. Human Resources will work with the new hire to complete all new hire paperwork including, if applicable, the fingerprint background check. Once HR has received appropriate new hire paperwork, the VPA will be e-mailed with the subject line: "New Hire - LastName, FirstName – ID#XXXXXXX – STU" and that day's date will be added as the start date to the intent to employ.

6. The VPA/Authorized Signer will add "Approved" to the body of the e-mail and forward the Intent to Employ along with the e-mail to IntentS@losrios.edu for Human Resources to process. The college Business Office must also be notified so that the hiring supervisor can start the new hire employee.