

REHIRE INSTRUCTIONS FOR STUDENT EMPLOYEE –
DURING REMOTE OPERATIONS

Completing the Intent to Employ – Student Employee (Rehire)
(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: “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 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.

Revised: 6/25/2020