

## NEW HIRE INSTRUCTIONS FOR CLASSIFIED TEMPORARY EMPLOYEE

Completing the Intent to Employ - Temporary Classified Employee (New Hire)  
(Version: Form P-103B - Revised: 02/2021 – Remote)

Required: Intent to Employ – Temporary Classified Employee and an attached LRCCD Classified application, any supporting application attachments, and all signed hiring documents (as a zip file) from employee - ALL 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 of hire from Vice President of Administration (VPA):
  - a. The “Employee To 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#XXXXXXXX - TCL” (if the ID# is known it is to be included – if it is unknown it is to be left off).
  - 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. After, the supervisor shall forward the intent to the Business Office stating “Approved” in the body of the e-mail, ensuring to attach to the email the Intent to Employ, Classified Application, applicable application attachments and all hiring paperwork/zip file.
3. The Business Office will hold onto the intent until the New Hire has cleared fingerprints. Upon clearance, the Hiring Supervisor will be notified that they can start the New Hire. Then, the Business Office will log the intent and forward the e-mail and Intent, Application and attachments, and new hire paperwork/zip file to the Vice President of Administration (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](mailto:NewHireIntents@losrios.edu) for Human Resources to input.