



ENROLLMENT VERIFICATION

*HR will not process without completion. Transcripts are required at the time of hire slip submission. Transcripts indicating active enrollment must accompany each time sheet submitted.

Academic Year: _____

G.P.A. _____

Units Enrolled: _____

School Enrolled @: _____

Staff Initials: _____

**MT. SAN JACINTO COLLEGE
NON-MSJC Student Employment Hire Slip**

A: Student Section SID #: _____ **New Hire** **Rehire** _____

			Employee ID #:
Last	First	MI	Job Posting #:

I understand that I must meet eligibility criteria for each term, be enrolled in at least 6 units each semester, and will work no more than 20 hours each week. I am responsible for monitoring my earnings.

Student Signature	Date

B: Hiring Supervisor Section	District Budget Code:
	Effective Date: _____ End Date: _____
Date of Hire: _____ End Date: _____	District Budget Code:
	Effective Date: _____ End Date: _____
Supervisor's Name:	District Budget Code:
	Effective Date: _____ End Date: _____
Timesheet Monitoring Rep:	Categorical Grant Budget Code:
	Effective Date: _____ End Date: _____
Department Name:	Special Assignment: LC Tutor _____ UB Tutor _____ SSP Peers _____ TS Tutor _____ Mentor _____ Intern _____ *Other _____ (Requires additional approval for use)
Campus Location: _____ Ext. _____	Rate of pay: \$15.00

I agree to hire the above student under the terms of the Student/Employer Agreement. I understand that the student must meet eligibility criteria for each term, be enrolled in at least 6 units each semester, and will work no more than 20 hours each week for more than 8 hours per day. I am responsible for monitoring my student's earnings.

Supervisor's Signature	Date

Director/Dean Signature	Date

Business Services Approval	Date