GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STUDENT WORKER PERSONNEL ACTION FORM

ACTION REQUESTED:	SITE:	TERM:
Smart Key Adjustment	District Services	Summer

EMPLOYEE INFORMATION

Last Name:	First Name:	Middle Initial:

☐ GCCCD Student
☐ External Student (Enrollment verification must be attached to this hire form)
☐ Student is on an eligible F-1 Visa with eligibility to work in the United States

Colleague ID#:		Units:	
Email:		Phone:	

POSITION INFORMATION

Position Start Date:		Position End Date:	
Termination Date:		Hours/Week:	
Department:		Supervisory Organization:	
Manager/Supervisor (Timekeeper Approver):		Manager Extension:	
Timekeeper Reviewer:			
Will employee work elsewhere in the District during this period?		☐ Yes	☐ No
If yes, Site:	District Services	Department:	

INITIATOR

Last Name:	First Name:	Phone ext.:

STUDENT WORKER CATEGORY

☐ Student Worker I ☐ Student Worker II ☐ Student Worker III ☐ Student Worker IV

SMARTKEY (UP TO 3 SMARTKEYS PER POSITION)

1. Effective Date:		New/Add:		End:	
2. Effective Date:		New/Add:		End:	
3. Effective Date:		New/Add:		End:	

STUDENT GOVERNMENT STIPEND

☐ Student Government	Stipend Amount:	
Budget Reviewer Signature:		

Employee **Date**

By signing this, I understand that this assignment is temporary with no guarantee of continuation of assignment.

APPROVALS

Dean/Director **Date**

FED WORK STUDY/CALWORKS STUDY **Date**

Vice President **Date**

HR Approval **Date**