



REQUEST FOR STUDENT ASSIGNMENT

Section A: Employee Information

1. Name _____ 2. Employee ID # (PeopleSoft) _____

3. Social Security # _____

This individual is not related by blood or marriage, nor resides in the same household as a current LBCC Employee.
This individual is related by blood or marriage or lives in the same household as the following current LBCC Employee,
(name/relationship) _____.

INDIVIDUAL NOT AUTHORIZED TO START WORK UNTIL REQUESTER IS NOTIFIED BY HUMAN RESOURCES

Section B: Job Information

4. Student Assignment Classification Title

Check only one of the following.

- a. Student Assistant I (S12000)
- b. Student Assistant II (S12200)
- c. Peer Advisor (S11000)
- d. Student Tutor I (S13100)
- e. Student Tutor II (S13200)
- f. Student Tutor III (S13300)
- g. Student Tutor IV (S13400)
- h. Student Tutor V (S13500)
- i. Other: _____

5. Effective Dates: From _____ To _____

6. Hours: Weekly _____
Student Assistants and Tutors may work a maximum of 20 hours per week.

7. Work Location: Code _____ Department _____ Campus: LAC
PCC

8. Account Number _____

9. Student Enrollment:

Check only one of the following.

- a. Hiring a Student Assistant and have verified a current load of ____ (12 or more) units at LBCC. Printout is attached.
- b. Hiring a Student Tutor and have attached the required documentation.

Section C: Authorization and Routing

10. Signature of Requester _____ Date: _____

11. Approved by Dean/Manager _____ Date: _____

12. Verified by Fiscal Operations _____ Date: _____

13. Confirmed by Human Resources _____ Date: _____