



REQUEST FOR STUDENT ASSIGNMENT

Section A: Employee Information

1. Name _____
2. Employee ID # (PeopleSoft) _____
3. New Hire/Rehire: _____

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 current a LBCC Employee,
(employee name) _____.

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 (\$12000) | f. Student Tutor III (\$13300) |
| b. Student Assistant II (\$12200) | g. Supplemental Instruction Leader I (E32500) |
| c. Peer Advisor (\$11000) | h. Supplemental Instruction Leader II (E32505) |
| d. Student Tutor I (\$13100) | i. Supplemental Instruction Leader III (E32510) |
| e. Student Tutor II (\$13200) | j. 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:** _____ TARS Code _____ Department _____ Campus: LAC
PCC

8. **Account Number for Payroll** _____ - _____ - _____

9. Student Enrollment:

Check only one of the following.

- a. Hiring a Student Assistant and have verified a current load of ____ units (12 or more). *Include proof of enrollment*
- b. Hiring a Student Tutor and have attached the required documentation.

Section C: Authorization and Routing

10. Requested by (Name): _____ Signature: _____ Date: _____
11. Approved by Management (Name): _____ Signature: _____ Date: _____
12. Verified by Fiscal (Name): _____ Signature: _____ Date: _____
13. Confirmed by HR (Name): _____ Signature: _____ Date: _____