

## Instructions for Temporary Classified/Student Help Hire

*Effective January 1, 2021, student help positions must be posted in Handshake. Handshake job posting number will be required to be entered on the Request to Hire GT eForm.*

### 1. APPROVAL PROCESS -

- a. Submit [Request to Hire GT eForm](#)

*Instructions:*

- i. Log into Employee Self Service
  - ii. Click on the eForms tile.
  - iii. Click on the ARC GT eForms tile.
  - iv. Select Add **Request to Hire**
- b. Enter employee information
- c. Enter Approvers based on budget that is being used
- i. Select CalWorks and/or Federal Work Study if applies
  - ii. Area Manager
  - iii. Categorical Manager (Fund 12)
    1. **SWPA & VTEA** – Raquel Arata
    2. **SEAP** – Respective CP/VP
      - a. College President – Frank Kobayashi
      - b. Instruction – Derrick Booth
      - c. Student Services – Jeff Stephenson
    3. **Other Fund 12 Budgets** – must select appropriate manager
- d. Enter budget number(s)

### REQUEST WILL BE ROUTED AS FOLLOWS:

1. Area Manager
2. CalWorks
3. Federal Work Study
4. Categorical Program Manager 1
5. Categorical Program Manager 2
6. VPA

If approved, confirmation of approved request will be sent to the **Initiator, Supervisor & Business Services Office** with the following message:

*You can now submit in hiring documents to the Business Services Office. Please follow the instructions on hiring student and temporary classified employees ([Hiring Forms | Inside American River College \(losrios.edu\)](#)). Thank you.*

**NOTE:** Please **DO NOT** start working employee until you receive an email from the Business Services Office with the **APPROVED** copy of Intent to Employ.

**YOU MAY NOW PROCEED TO STEP 2**

2. The department must submit hiring documents as an **encrypted email** to [arcbsohiring@arc.losrios.edu](mailto:arcbsohiring@arc.losrios.edu).

**NOTE: Department will no longer need to submit Intent to Employ.**

The Business Services Office (BSO) will submit the **Intent to Employ** along with hiring paperwork to HR. The department will receive an email with a copy of **Approved Intent to Employ** once HR confirms (1) all paperwork is complete, and (2) fingerprinting/live scan has cleared\*. **ONLY** at this time, the department may start working the employee (as long as the start date on the intent is the current date).

**\*Fingerprinting/live scan is REQUIRED for Temporary Classified. It is NOT REQUIRED for Student Help, unless it was requested by hiring supervisor.**

**DO NOT START WORKING THE EMPLOYEE UNTIL YOU RECEIVE AN EMAIL FROM BSO WITH THE APPROVED INTENT TO EMPLOY.**

*NOTE: Student Help/Federal Work Study and Temporary Classified employee job records will terminate by June 30th (or the end of the semester). PeopleSoft access will end the day the Intent to Employ ends, unless Human Resources inputs their new intent to employ prior to their previous intents' end date. E-mail will stay valid for 30 days after the Intent to Employ ends. If access is lost, access will automatically be created the day after HR enters the new intent.*

*To prevent the loss of access for employees, new intent to employ must be submitted to the Business Services Office for processing at least forty-five days (45) prior to the previous assignments' end date (i.e., intent ends June 30, please submit new intent by May 15<sup>th</sup>).*