Instructions for Request to Hire Revision

The **Request to Hire Revision** is to be used to modify date or budget on active Intents.

1. **APPROVAL PROCESS** -

   a. Submit **Request to Hire Revision 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 Revision*

   b. **Form ID –** MUST ENTER form ID to be revised

   c. **Date** – complete if there are changes to start and/or end dates

   d. **Budget Revision** – complete if adding or ending budget strings

   e. **Approvers** – complete if adding new budget numbers

      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

   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:

   > *Your Request to Hire Revision has been approved. The Business Services Office will submit the* **Intent to Employ Revision** *to HR.*

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

   Revised 1/25/23