HIRING PACKET INSTRUCTIONS

After submitting the Intent to Employ eForm, you will receive a confirmation email with the Intent to Employ (**ITE) Number** and instructions for submitting the required hiring documents. Please ensure that all necessary documents for the employee you wish to hire are promptly sent to the Business Services Office.

Please note that we cannot control the workflow within District Office Human Resources (HR) regarding the processing of job records, and therefore, we cannot always provide an exact start date for your employee until we receive confirmation from HR. The requested start date entered on the Intent to Employ eForm may not necessarily reflect when your employee can begin to work.

The timeline for an employee to start work can take up to **5 weeks**, depending on several factors:

- **Intent to Employ form**, receiving hiring documents, and fingerprinting clearance may take up to **3 weeks or more**.
- **Review of hiring documents** and completion/activation of the employee job record by HR can take an additional **1 to 3 weeks**, depending on the hire type:
  - For **REHIRE job records**, HR processing typically takes **1 to 1.5 weeks**.
  - For **NEW HIRE job records**, HR processing may take **2 to 3 weeks**.

Hiring Packet Requirements

When hiring new student help or temporary classified staff, please ensure that all required documents for the position are included in the hiring packet. Incomplete hiring packets submitted to **ARCBSOHiring@arc.losrios.edu** result in delays in processing and can extend the time it takes for your employee to be hired and authorized to begin work.

Incomplete hiring packets can also delay an employee's access to essential systems such as **PeopleSoft, Email,** and the **Online Timesheet System**. Additionally, **DO-IT** and **ARC-IT** cannot process any **Services Central** or **Security Access** requests until the employee has an active job record on file with **DO-Human Resources**.

Please ensure that all required documents are submitted to avoid delays in onboarding and access for your new hires.

HIRING PACKET INSTRUCTIONS

Hiring Packet Information

Documents required to hire Temporary Classified staff can be found here: [Hiring Temporary Classified Employees | Los Rios Community College District](#).

- When completing the Intent to Employ form, your candidate must answer the questions at the top of the form regarding CalPERS/CalSTRS. This information is essential for you to complete the initial questions on the Intent to Employ eForm Request to Hire, as it can impact their current or future CalPERS record.

EMPLOYEE TO COMPLETE (To be completed with each Intent to Employ):
Retirement Plan Membership:*
You are member of / have funds on deposit with, mark one: CalPERS ☐ / CalSTRS ☐ / Neither ☒
If a member of CalPERS or CalSTRS, mark one: Active ☐ / Inactive ☐ / Retired ☐
Working with Relatives: Are you related to anyone employed by Los Rios (mark one)? No ☐ / Yes ☐

If "Yes", provide name/relationship/campus/department: _____
Temporary Classified/Professional Expert Assignment Limitations:
- Employees may not work as Temporary Classified and Professional Expert concurrently.
- Those working as both Temporary Classified and Professional Expert within the same fiscal year are limited to a maximum of 920 hours combined for the fiscal year.

The above information has been gathered by the Hiring Supervisor/College Representative noted below and the employment limitations have been relayed to the Employee being hired.

Hiring Supervisor/College Representative Name: Department Supervisor   Date: 07/01/1955

NEW HIRES ONLY: e-mail address: _____   Telephone ( ) _____
Street Address _____   City / Zip _____
(Address/Phone changes must be made for returning hires, by submitting a Change of Address/Name form to Human Resources.)

Documents required to hire Documents needed to hire Student Help staff (including Federal Work Study) can be found here: [Hiring Students and Federal Work-Study Employees | Los Rios Community College District](#)

- Please ensure you follow and use the list of required documents located in the bottom left corner of the **Intent to Employ** form to verify that all necessary documents are included in the hiring packet. If any of these required documents are missing from your **New Hire** packet, the Business Services Office (BSO) will be unable to forward your hiring request to **DO-Human Resources** for processing.

TO BE COMPLETED BY COLLEGE - The following forms are completed and attached:
☐ Application (online) & (if applicable) appropriate minimum qualification support materials
☐ Compliance Checklist Signed by Employee
☐ Demographic information form
☐ Employee FERPA Agreement
☐ Hepatitis B Vaccination Acceptance or Declination Form, **if applicable***
☐ I-9 (plus appropriate attachments)
☐ Live Scan Receipt & Payroll Deduction Authorization form (fingerprint fees)
☐ New Employee Training Checklist
☐ Notice of Exclusion from CalPERS Membership – Temporary Classified
☐ Notice of Worker's Compensation
☐ Oath of Allegiance
☐ Predesignation of Personal Physician (Optional)
☐ Social Security Card photocopy (required for IRS purpose)
☐ SSA-1945
☐ Statement of Mandated Reporter
☐ All appropriate paperwork on file

HIRING PACKET INSTRUCTIONS

- Effective October 1, 2024, all employees must clear a **background check (Livescan/Fingerprinting)** before they are allowed to work for LRCCD, including those who were not previously fingerprinted but are being assigned to a new position.
- The **Business Services Office** must verify background check clearance with DO-HR before submitting the **Intent to Employ** and the hiring packet to DO-HR.
- If your temporary classified employee does not have a **Los Rios Community College District employment application** on file, they must log into the HR system and submit an application under the [Temporary Classified Position General Pool](#) for employment.
- **Social Security cards** must be signed by the cardholder. Copies without a signature will delay the hiring process until a signed card copy is provided.
- The most current **Notice of Exclusion form** for CalPERS Membership must be used. Do not submit older versions of the form.
- The **I-9 form** must be completed by the supervisor or department representative working with the candidate to complete the hiring documents. Ensure all required documents are fully listed on the I-9 form.
- Please verify that all **signature fields** on each document are completed, ensuring both the employee and the certified official/supervisor have signed where required.

LIVESCAN PROCESSING FOR TEMPORARY CLASSIFIED, STUDENT HELP AND VOLUNTEERS (FINGERPRINTING FOR LRCCD EMPLOYEES)

- **Any new hire Intent to Employ-Student Employee (P-103C)** with a start date of **October 1, 2024, or later** will be required to complete the Livescan process and be cleared by Human Resources before starting work. (Refer to the **[Hiring Students and Federal Work Study Employees](#)** webpage for process information and forms.)
  - Student employees hired **prior to October 1, 2024**, will not be required to complete fingerprinting until their current intent expires.
- **Student employees hired before October 1, 2024,** who receive an additional assignment will need to complete the Livescan process and be cleared by Human Resources before starting work.
- Effective immediately, **revisions to extend existing Intent to Employ-Student Employees (P-103C forms)** in place before October 1, 2024, will no longer be accepted. A new Intent to Employ-Student Employee (P-103C) must be submitted after the Livescan process is completed and clearance is obtained from Human Resources.
- **Human Resources** will continue notifying district-wide staff of student and temporary classified employee clearances through the existing email notification system, typically sent once per week. Once clearance is received, the **Business Services Office** can submit completed Intents to Employ to Human Resources.
- A **list of student employees** who already have DOJ clearance will be provided before **October 1, 2024**.
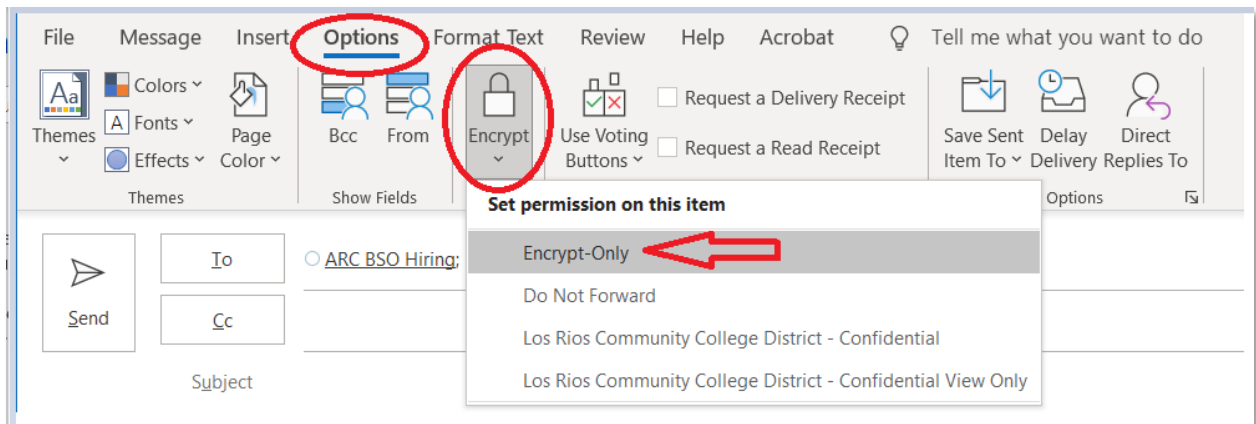
HIRING PACKET INSTRUCTIONS

A new process for volunteer background checks is currently under review, and updates will be provided as more information becomes available.

SUBMITTING THE HIRING PACKET AND SUPPORTING DOCUMENTS TO THE BUSINESS SERVICES OFFICE

Before emailing any hiring documents to **ARCBSOHIRING@arc.losrios.edu**, you **must** apply encryption security to your email. Follow these steps to ensure your documents are secure before sending:

1. In your Outlook, choose **"Options"** at the top of the screen.
2. Click on **"Encrypt"**.
3. When the box opens, select **"Encrypt-Only**".

This will ensure the email is encrypted, and the encryption cannot be removed by anyone who receives the email, including DO-Human Resources.

Your email will indicate if encryption is activated:
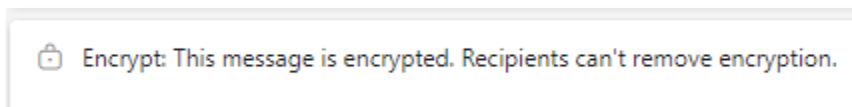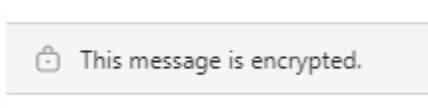
HIRING PACKET INSTRUCTIONS

- **Student Help Employees** are limited to working **26 hours per week**. International students with F-1 status can work only **20 hours per week** while a semester is in session, based on calendar dates. For example, a student employee cannot work **40 hours per week** during Spring Break, as this period is included in the semester calendar.
- You must track the days and hours your **Temporary Classified employee** has worked each fiscal year. Temporary Classified Employees may work a maximum of **135 days or 960 hours**, whichever comes first. If DO-Human Resources notifies the Business Services Office that an employee has exceeded the allowable days or hours, the Business Services Office must immediately end the employee's intent upon notification from DO-HR.