

Instructions for Temporary Classified/Student Help Hire

Requirements for Hiring Temporary Classified and Student Help

1) Intent to Employ

An Intent to Employ form must be submitted and approved by the Vice President of Administrative Services before a temporary classified or student employee can begin working. Employees are prohibited from starting work until all hiring documents are submitted, fingerprinting is cleared, and the Intent to Employ form is fully approved.

2) Hiring Documents

The required documents for hiring are as follows:

For **Temporary Classified Employees**: [Hiring Temporary Classified Employees | Los Rios Community College District](#).

For **Student and Federal Work-Study Employees**: [Hiring Students and Federal Work-Study Employees | Los Rios Community College District](#)

- 3) Fingerprinting - Employees must pass a California Department of Justice (DOJ) background check before starting their work assignment.
- 4) Employee Job Record – After the previous three steps have been completed and approved, HR will finalize and activate the employee’s job record. Once the job record is active, the employee can submit timesheets and IT can process any employee-related IT requests.

Process for Hiring Temporary Classified and Student Help

STEP 1 OF 2 – INTENT TO EMPLOY REVIEW

1. **Access the [Intent to Employ ARC eForm](#)**
 - Select “Initiate an Intent to Employ”
 - Fill in required hiring details
 - Select “Save & Submit”
2. **Confirmation**
 - A **confirmation email** will be sent to the Initiator and Supervisor, including the Intent to Employ (ITE) Number and instructions for submitting hiring documents (see [Hiring Packet Instructions](#))
3. **Submit Hiring Documents**
 - Submit the required hiring documents via encrypted email to **arcbsohiring@arc.losrios.edu**, referencing the ITE Number.

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STEP 2 OF 2 – HR REVIEW

Before the employee can begin working, the following items must be approved. The Business Services Office will update the status, and the hiring department can check approval progress online:

- **Hiring Documents**
- **Fingerprinting**
- **Employee Job Record**

Completion

Once all items are approved, the hiring department will receive an email confirming that the employee is cleared to start work, along with the approved Intent to Employ form.

Process for Revising Intent to Employ for Temporary Classified and Student Help

1. **Access the [Intent to Employ GT eForm](#)**
 - Choose the **ITE #** you wish to revise.

ITE#	Employee ID	Last Name, First Name	Position Title	Supervisor	Date Initiated	Status
ITE-00000015	1234567	Gonzales, Justina	Student Help FWS	Koue Vang	9/27/2024 11:45:30 AM	Approved

- Click **“Initiate a Revision”**

Revisions						
Revision ID	Revision #	Date Initiated	Status	Pending Approver	Approvals	
Go To Rev. ID 10	1	9/27/2024 11:54:23 AM	Approved	N/A		Expand for Info -

- Make the necessary changes.
- Select **“Save & Submit”**

2. **Approval Process**

- Once form is approved by all authorized approvers, an email will be sent to the Initiator and Supervisor with the Intent to Employ – Revision.

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Note:

Student Help, Federal Work Study, and Temporary Classified employee job records will terminate by June 30 (or at the end of the semester). PeopleSoft access will end on the last day of the Intent to Employ, unless Human Resources submits a new Intent to Employ before the previous one expires. Email access will remain active for 30 days after the Intent to Employ ends. If access is lost, it will be automatically restored the day after HR processes the new intent.

To avoid any loss of access, a new Intent to Employ must be submitted to the Business Services Office at least 45 days before the current assignment's end date (e.g., if the intent ends on June 30, submit the new intent by May 15).