

Pasadena Area City College District
Office of Human Resources

REQUEST FOR ADDITIONAL/ CHANGE OF ASSIGNMENT (STUDENT WORKER)

IMPORTANT: This form should **ONLY** be used to change or add an assignment for a current Student Worker. If there is a break in service or a classification change (*example: not worked for a semester or employee is switching from College Assistant to Student Worker*), a new Request for Employment of a Student Worker Form needs to be completed. If you are unsure, please contact the Human Resources Office for assistance at (626) 585-7388.

Employee (Last Name, First) _____ Social Security # _____
Employee Telephone # _____ Employee Email Address _____
Contact Person _____ Ext. _____ Department _____

ADDITIONAL ASSIGNMENT

Add Assignment(s)

_____ 2311 _____ EMP#: _____
_____ 2311 _____ EMP#: _____

Working Title: _____
Pay Rate: _____
Effective Date: _____

CHANGE OF ASSIGNMENT

From: _____ 2311 _____ **To:** _____ 2311 _____ **EMP#:** _____

CHANGE OF PAY RATE

Working Title: **From:** _____ **To:** _____
Pay Rate: **From:** _____ **To:** _____
Effective Date: _____

PLEASE NOTE: Employees cannot start employment until the Human Resources Office approves their assignment. HR will send an email approval to the Cost Center manager indicating the effective date.

By signing this document, I certify that I have adequate funding in my budget to accommodate this expenditure (including any employer mandated costs (FICA, paid sick leave, etc.))

Cost Center Manager's Name _____ Signature _____ Date _____

TO BE COMPLETED BY FISCAL SERVICES

Position Control # _____ Job Class # _____ Work Location # _____
Budget Approval _____ Date _____ Budget Reference # _____

TO BE COMPLETED BY HUMAN RESOURCES

Human Resources Supervisor Signature _____ Date _____ Authorized Start Date _____