

PROMOTION REQUEST FORM

Riverside Community College District
Student Employment

Student Name As Printed on Social Security Card (Please Print) _____ Social Security Number _____ Hiring Site Name _____ Location _____

Supervisor Name _____ Phone # and Extension _____ District Budget Code #2 _____ Department Budget Code #4 _____

District Budget Code # _____ Department Budget Code # _____ Department Budget Code # _____

New rate requested \$ _____ Old Position Title: Student Aide _____ New Position Student Aide _____ Reason for Increase: Added duties More advanced skills required to complete new tasks
(Must have a Position Request Form on file)

Supervisor's Signature: _____ Date: _____

** Please Note: It may take one or two full pay cycles for a pay increase to take effect **

STUDENT INFO

FOR OFFICE USE ONLY

CGPA _____
Current Last Enrolled Units _____ Term _____

Federal Work Study (FWS)

Award Amount _____	YTD Earnings _____	/	Pay Rate _____	=	Balance of Hours _____	OC	AMR	AMC	CS	LT
						Program (Circle One)				

Calworks (CWS)

DISTRICT

Budget Code #1 YTD Earnings: _____	Balance: _____	Projected Earnings: _____	X	- Balance = _____	%OK	%Transfer Required
		Remain Mths _____	Monthly Earnings _____	Potential Balance _____		
Budget Code #2 YTD Earnings: _____	Balance: _____	Projected Earnings: _____	X	- Balance = _____	%OK	%Transfer Required
		Remain Mths _____	Monthly Earnings _____	Potential Balance _____		
Budget Code #3 YTD Earnings: _____	Balance: _____	Projected Earnings: _____	X	- Balance = _____	%OK	%Transfer Required
		Remain Mths _____	Monthly Earnings _____	Potential Balance _____		
Budget Code #4 YTD Earnings: _____	Balance: _____	Projected Earnings: _____	X	- Balance = _____	%OK	%Transfer Required
		Remain Mths _____	Monthly Earnings _____	Potential Balance _____		

Effective Payroll: _____ % Pending Transfer # _____ for budget(s) # _____

Approved %o _____ Denied %o _____ Signature: _____ Date: _____
Student Employment Dean/Director/Manager

Original to Student Employment \$ Student and Supervisor: SURFHVVHG FRSLHV ZLOO EH UHWXUQH