



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
Request for Student Assistant Salary Change



SSN or W#: _____

DATE PREPARED _____

LAST NAME: _____

FIRST NAME: _____

MIDDLE: _____

STUDENT ASSISTANT TITLE: _____

(e.g., Campus Safety, Laboratory Assistant, Library Clerk, Student Clerk, Tutor)

LOCATION: CHABOT LAS POSITAS DISTRICT

EMPLOYED BY: _____ PRINT SUPERVISOR'S NAME: _____
(area/department/office)

FUNDING HIRED THROUGH: Federal Work Study (FWS) Student Assistant – Division Funds

CHANGE CATEGORY FROM _____ **TO** _____

Attach explanation of change/increase of duties and responsibilities, and new job description appropriate for student employee. Must not displace SEIU work.

Request that the category change be effective the 16th of the month beginning _____

Budget Account Number: _____ *(for FWS and HR use ONLY)*

FUND	ORGN	ACCT	PROG	%	Position Code	Suffix
				%		
				%		
				%		
				%		

Submit all requests for Federal Work Study (FWS) student assistants to the Financial Aid Office for review and approval.

(1) Hiring Administrator **Date**

(3) Vice President, Admin Services **Date**

(2) Financial Aid Officer **Date**

(4) Input by HR **Date**

cc: Administrator and/or Respective College Officer