

Del Mar College Student Assistant Form

Student Information	Student's Name:		Colleague ID:	Date of Birth:
	Student's Email:			
Departmental Information	Department:		Location:	Room Number:
	Supervisor:			Telephone Ext.:
	Time Entry Approver:		Alternate Time Entry Approver:	
Position Details	Account Number:		Number of Weekly Hours:	Hourly Pay Rate:
	Start Date:	Termination Date:	Reason:	

Supervisor's Signature

Date

APPROVAL OF STUDENT ASSISTANT FUNDS

Department Chair

Date

Division Dean

Date

HR OFFICE USE

Human Resources

Date

Is the above account number correct? Yes No

Position Number

Correct Account Number

- FACL** – New Appointment
- RPRH** – Rapid Rehire
- ADAP** – Additional Appointment
- CPPI** – Change in Appointment
- WAGS** – PWAG-Wage Summary
- TERM** – Terminate Employee

Entered into Colleague By

Date

Date Sent to Payroll

Date Final Copy Sent to Supervisor