

Mark all that apply:

FWS      District      Calworks

# PROMOTION REQUEST FORM

Riverside Community College District

Student Employment

Student ID # \_\_\_\_\_

Student Name – As Printed on Social Security Card (Please Print) \_\_\_\_\_

Last 4 Digits of Social Security Number \_\_\_\_\_

Hiring Site Name \_\_\_\_\_ Location \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone # and Extension \_\_\_\_\_

District Budget Code #2 \_\_\_\_\_

Department Budget Code #4 \_\_\_\_\_

District Budget Code #1 \_\_\_\_\_

Department Budget Code #3 \_\_\_\_\_

Department Budget Code #5 \_\_\_\_\_

New rate requested \$ \_\_\_\_\_ Old Category: Student Aide

New Category: Student Aide  
(Must have a Position Request Form on file)

Reason for Increase:     Added duties     More advanced skills required to complete new tasks

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

## FOR OFFICE USE ONLY

### Student Information:

CGPA _____
Current/Last Enrolled Units _____ Term _____

### Federal Work Study (FWS)

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

### Calworks (CWS)

_____ - _____ / _____ = _____
Award Amount      YTD Earnings      Pay Rate      Balance of Hours

### DISTRICT

Budget Code #1 YTD Earnings: _____ Balance: _____ Projected Earnings: _____ X _____ - Balance = _____	<input type="checkbox"/> OK	<input type="checkbox"/> Transfer Required
Remain Mths      Monthly Earnings      Potential Balance		
Budget Code #2 YTD Earnings: _____ Balance: _____ Projected Earnings: _____ X _____ - Balance = _____	<input type="checkbox"/> OK	<input type="checkbox"/> Transfer Required
Remain Mths      Monthly Earnings      Potential Balance		
Budget Code #3 YTD Earnings: _____ Balance: _____ Projected Earnings: _____ X _____ - Balance = _____	<input type="checkbox"/> OK	<input type="checkbox"/> Transfer Required
Remain Mths      Monthly Earnings      Potential Balance		
Budget Code #4 YTD Earnings: _____ Balance: _____ Projected Earnings: _____ X _____ - Balance = _____	<input type="checkbox"/> OK	<input type="checkbox"/> Transfer Required
Remain Mths      Monthly Earnings      Potential Balance		
Budget Code #5 YTD Earnings: _____ Balance: _____ Projected Earnings: _____ X _____ - Balance = _____	<input type="checkbox"/> OK	<input type="checkbox"/> Transfer Required
Remain Mths      Monthly Earnings      Potential Balance		

Effective Payroll: \_\_\_\_\_  Pending Transfer # \_\_\_\_\_ for budget(s) # \_\_\_\_\_

Approved  Denied  Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Employment Dean/Director/Manager

**Original to Student Employment ♦ Student and Supervisor: processed copies will be returned**