



**LOS RIOS COMMUNITY COLLEGE DISTRICT
INTENT TO EMPLOY – Temporary Classified Employees- REVISIONS**

Directions: PRINT OR TYPE ONLY.

Work Location

ARC EDC FM
CRC Ethan SCC
DO FLC Other

Employee ID: _____

Name _____
Last, First, M.I.

Note: Name on Intent and Social Security card **must** be the same.

Budget Revision: The Effective Date for Budget Revisions are typically reflective of the beginning of a payroll period (i.e., July 1, July 25, August 25).

Job Position Information – This section MUST be completed										
Employee Type:		Short Term (job Code 101 or greater) OR			Special Rate (job code 100 or less)					
Position Title: _____										
Job Code: _____		Sub Job Code (if applicable): _____			Hourly Rate \$: _____					
Position #: _____		Dept. Name: _____								
Date Revision – Only complete if changes to Start and/or End Date(s)										
Original Dates					Revised Date(s)					
Start Date: _____		End Date: _____			Start Date: _____		End Date: _____			
Budget Revision – Only complete if changes to Adding or Ending Budget Strings										
Add OR End		Budget # _____ / _____ / _____ / _____ / _____								
Effective Date: _____		Account		Fund		Org/ GL Dept. ID		Program		Proj/ Grant
Add OR End		Budget # _____ / _____ / _____ / _____ / _____								
Effective Date: _____		Account		Fund		Org/ GL Dept. ID		Program		Proj/ Grant
Add OR End		Budget # _____ / _____ / _____ / _____ / _____								
Effective Date: _____		Account		Fund		Org/ GL Dept. ID		Program		Proj/ Grant
Add OR End		Budget # _____ / _____ / _____ / _____ / _____								
Effective Date: _____		Account		Fund		Org/ GL Dept. ID		Program		Proj/ Grant
Add OR End		Budget # _____ / _____ / _____ / _____ / _____								
Effective Date: _____		Account		Fund		Org/ GL Dept. ID		Program		Proj/ Grant

VPA/ DO/ FM Administrator: _____
Signature

TO BE COMPLETED BY DISTRICT HUMAN RESOURCES		
Date Input: _____	Emp. Rcrd #: _____	Completed: _____