

## **REHIRE INSTRUCTIONS FOR STUDENT EMPLOYEE**

Completing the Intent to Employ – Student Employee (Rehire)  
(Version: Form P-103C - Revised: 05/2021)

Required: Intent to Employ – Student Employee with Authorized Signer signature is to be sent to [IntentS@losrios.edu](mailto:IntentS@losrios.edu) for Human Resources to process. Please note there can be more than one Intent attached to the e-mail. The e-mail is used only to transmit the intents and will NOT be part of any personnel file.

1. The “Employee Complete” section is to be completed by Hiring Supervisor/College Representative (Originator), they will check with the employee (via phone or e-mail) to get updated answers to these questions and relay employment limitations. The name of the Hiring Supervisor/College Representative who gathered this information is to be placed on the “Supervisor/College Representative” line. The rest of the intent is to be completed.

If the originator is not the Hiring Supervisor, then the Intent should be emailed to the appropriate Hiring Supervisor.

2. The “Hiring Supervisor to Complete” section should be confirmed/completed by the hiring supervisor. Next, the supervisor shall forward the intent to the Business Office.
3. The Business Office forwards to VPA/Authorized Signer for approval. The Hiring Department should be made aware that the employee can start.
4. The VPA/Authorized Signer will electronically sign the intent\* and e-mail the Intent to Employ to [IntentS@losrios.edu](mailto:IntentS@losrios.edu) for Human Resources to process.

\*Please refer to directions located under Hiring Instructions “Electronic Signature for Intents – Adobe Windows Digital ID Setup Directions – Los Rios”.

Revised: 6/25/2020; 5/2021