

Steps for paying a student worker thru Perkins:

1. Email Christine Johnson (x7470) at johnsonchristine@foothill.edu with the student name and ID number. She will verify if the student is eligible for employment.
2. Go to the webpage <http://www.foothill.edu/aid/employment.php> and have the student download/fill out the **Student Employment Packet**.
3. Return the Packet to Christine with all supporting documentation required as listed on page 1 of the packet. She will then issue the student a **Foothill College District-Funded Student Assignment** card (“blue card”)
4. Have the student bring the card back to you to fill out.
5. Bring the card to John Mummert or Donna Wolf for budgeter signature/approval
6. Submit the completed card back to Christine (or anyone in Financial Aid). The person will date-stamp the card for approval. ****Note that the student cannot work any days prior to that date. Also, this card is valid until the end of the fiscal year (6/30)****