

**POLICY REMINDER**  
**STUDENT EMPLOYMENT ELIGIBILITY**

**REQUIREMENTS**

Before any student is eligible to work on campus, departments must obtain the following from each student employee (required forms are part of the ***New Employee Packet*** under Human Resources forms):

- 
- Make a copy of the Social Security Card (*must be signed to be valid for employment purposes*)
  - I-9 Employment Eligibility Verification
  - Drug and Alcohol Notification Form
  - Child Support Disclosure Form
  - Selective Service Compliance Form (all new male employees must complete)
  - Use of Electronic Communications and Social Media \* (Policy 1.75) (***Certificate of Receipt***)
  - Conflict of Interests Dual Employment Reporting Form
  - Elected Official Disclosure Form
  - Direct Deposit Form
  - Tax Forms (current year)

**\*Policy previously called Use of the Internet and Electronic Communications Systems (Policy 1.75)**

The hiring departmental supervisor and/or Budget Unit Director is responsible for insuring that these forms are completed and attached to each new E-1SU or E-1SG form submitted to the Office of Finance (E-1S Processing).

- ❖ No student employee is authorized to work on campus until all required documents have been provided.
- ❖ Students must be registered for the appropriate number of credit hours before a student can begin work.
- ❖ No E-1SU or E-1SG forms will be processed until all documents are on file!

For more information about form completion or to see if documents are already on file for a student employee, please contact E-1S Processing in the Office of Finance at 683-5399 or 683-5271.