

# POLICY REMINDER

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**TO: All Budget Unit Directors/Departmental Supervisors**

To be eligible to work on campus, every new student employee must provide/complete the following:

## REQUIREMENTS

- Provide a copy of Social Security Card
- I-9 Employment Eligibility Verification
- Drug, Alcohol Notification/Child Support Disclosure Form
- Use of Internet and Electronic Communications Systems (Certificate of Receipt)
- Selective Service Compliance Form (all new male employees must complete this)

The hiring departmental supervisor and/or Budget Unit Director is responsible for insuring that these forms are completed and attached to each new E-1S 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/completed.
- ❖ No E-1S forms will be processed until the 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.