

POLICY REMINDER
STUDENT EMPLOYMENT ELIGIBILITY

REQUIREMENTS

Before any student is eligible to work on campus, departments must obtain the following from each student employee:

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- Make a copy of the Social Security Card
 - 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 the Internet and Electronic Communications Systems (***Certificate of Receipt***)
 - Conflict of Interests Dual Employment Reporting Form
 - Direct Deposit Form
 - Tax Forms (current year)

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.