

Policy Reminder **Student Employment Eligibility**

Requirements

Before any student is eligible to work on campus, departments must obtain the following from each student employee via electronic onboarding. Find more information at <https://ww1.odu.edu/finance/payroll/hiring-student-workers> :

- Uploaded copy of the Social Security Card
- I-9 Employment Eligibility Verification
- Policy Summary Acknowledgement Form: Alcohol and Other Drugs (Policy 1.05) & Use of Electronic Communications and Social Media* (Policy 1.75)
- Child Support Disclosure Form
- Selective Service Compliance Form (all new male employees must complete)
- Conflict of Interest Dual Employment Reporting Form
- Elected Official Disclosure Form
- Direct Deposit Acknowledgment Form
- Tax Forms (current year)

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

The hiring departmental supervisor and/or Budget Unit Director is responsible for ensuring that these forms are completed and transmitted via onboarding after the initial E1 form has been sent to Student Employment.

- 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 may 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 these documents are already on file for a student employee, please contact the Office of Finance E-1S Processing Office at 683.5399 or 683.6268.