

# STUDENT EMPLOYEE REQUEST

Rev 4/2013

REQUEST DATE	
DEPARTMENT #	
STUDENT NAME	
SOCIAL SECURITY #	
HIRE DATE	
TERM DATE	
HOURLY RATE	
CWSP – contact Financial Aid	
SUPERVISOR / POSITION #	
# OF CR HRS ENROLLED IN	
WORK PHONE	
WORK LOCATION	
PROJECT #	
JOB DUTIES	
WORKS IN ANOTHER DEPT?	

\_\_\_\_ Verify student has documents to establish both identity & employment eligibility, e.g. driver's license or student ID, & **original** Social Security Card in their possession. We are not allowed to use copies of the Social Security Card.

\_\_\_\_ Verify student is enrolled in necessary credit hours, e.g.: 6 cr hrs or more for Fall or Spring.

\_\_\_\_ Verify student has voided check to use for direct deposit enrollment.

\_\_\_\_ Inform the student that they need to come to HR in the College Center, Room 209 to complete employment paperwork each time they are appointed to payroll.

## **Checklist for International Students**

\_\_\_\_ Social Security Card

\_\_\_\_ US Visa / Passport

\_\_\_\_ I-94

\_\_\_\_ I-20 for F-1 students or DS 2019 for J-1 students

If you let us know of your intent to hire,

HR will request a work permit from International Student & Scholar Services for you.

F-1 Visa holders must limit their total hrs of work for all departments during the academic year to 20 hrs/wk, to 30 hrs during summers while enrolled in 4 or more cr hrs, to 40 hrs during other wks.

APPROVED / DEPT NOTIFIED	
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