

# STUDENT EMPLOYMENT INFORMATION SHEET

**You must be registered at least half time to work on campus!  
Work study students must be enrolled for the status on their TitanConnect  
Award Screen and have an accepted work study award!**

If you plan to work on campus during the 2011-12 academic year, you must pick up a 2011-12 employment authorization before you begin your fall work schedule. The FIRST DAY OF THE FALL WORK SCHEDULE IS MONDAY, AUGUST 22!

**If you have worked in the last year, and nothing is changing, and you are not an international student** (same job; same status, either work study or non-work study; same pay rate; same address; same tax withholdings; same method of being paid (check or direct deposit, with same banking information), all you need is the Student Employment Application.

**If you have worked in the last year, and are changing** any of the items above, you will need the Student Employment Application/Authorization and the appropriate documents as indicated below:

Change of name, address, pay rate, department, or employment status (from work study to non-work study or vice-versa):

*YOU NEED A PAYROLL AUTHORIZATION FORM*

Change of tax withholdings OR you claimed 0 exemptions in 2010 and have not completed new W-4 withholding forms in 2011:

*YOU NEED TAX WITHHOLDING FORMS*

Change of where you will pick up your paycheck, change from paper paycheck to direct deposit or vice-versa, or change in banking information (bank name, routing number, account number, etc.)

*YOU NEED A CHECK DISTRIBUTION FORM*

**IF YOU WILL BE WORKING ON A STUDENT EMPLOYMENT PROGRAM FOR THE FIRST TIME, OR YOU ARE AN INTERNATIONAL STUDENT**, you will need a complete student employment packet, either for work study or non-work study. To receive your packet, we will need to complete an I-9 for you. To do so, you will need to bring in original documents regarding your identity and eligibility to work in the US.

For US citizens, permanent residents, and others with eligible status:

*YOU NEED A DRIVER'S LICENSE OR STATE ID CARD AND A SOCIAL SECURITY CARD OR BIRTH CERTIFICATE, OR A US PASSPORT WITH AN ADULT PHOTO OR A CERTIFICATE OF NATURALIZATION.*

For non-citizens (on an F-1 visa):

*YOU NEED A DRIVER'S LICENSE OR STATE/PROVINCIAL ID CARD OR PASSPORT WITH AN ADULT PHOTO AND YOUR I-20 FORM.*

*NOTE: ALL STUDENTS MUST HAVE A SOCIAL SECURITY NUMBER TO BE PAID—NON CITIZENS & STUDENTS WITHOUT A FAFSA MUST PRESENT CARD!  
NON-CITIZENS WITHOUT A SOCIAL SECURITY CARD MUST GET A HIRING LETTER FROM DEAN LEWINS-PECK AND TAKE IT WITH THEM TO APPLY FOR A SOCIAL SECURITY CARD. THE FORM IS IN YOUR PACKET.*