

STUDENT EMPLOYMENT

**You must be registered at least half time (7 credits) to work on campus.
Work study students must be enrolled for the status on their TitanConnect Award Screen and have accepted their work study award!**

If you plan to work on campus during the 2016-17 academic year, you must pick up 2016-17 student employment forms from the Financial Aid Office before you begin working.

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), you need the Student Employment Application/Authorization and a Payroll Authorization.

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 2015 and have not completed new W-4 withholding forms for 2016 or you are an international student and have not completed a new W-4 for 2016:

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, 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, or other acceptable documents of identity and eligibility to work in the U.S. (see Form I-9, available from Financial Aid).

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 or other acceptable document AND YOUR I-20 FORM.

NOTE: ALL STUDENTS MUST HAVE A SOCIAL SECURITY NUMBER TO BE PAID. Non-citizens and students without a FAFSA must present the card. Non-citizens without a Social Security Card must get a hiring letter from Dean Lewins-Peck and take it with them to the Social Security Office to apply for a card. The Social Security Card application is in the packet. Students are not to begin working until they have their Social Security Number receipt from the Social Security Office and must present the actual card within 90 days of beginning work to continue to be eligible to work.

These are the rules for Student Employment.

These are necessary comply with federal education, labor and homeland security laws and University policies to ensure compliance with the same.

Therefore, there can be no exceptions.