

Policy Reminder **Student Employment Eligibility**

Requirements

Before any student is eligible to work on campus, departments must obtain the following from each student employee (required forms located on the **Office of Finance** website):

- Make a copy of the Social Security Card (*must be signed to be valid for employment purposes*)
- 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 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 attached to each new E-1SU and 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 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 683.5271.