

## Student Employment Hiring Packet

**HR will email the department when the student is approved to work.**

For FWS please allow up to five business days for processing after FA approval.  
Non FWS packets should be submitted to HR five business days prior to anticipated start date.

A complete employment packet will include the following forms:

### 1. Employment Data Sheet - Student Work-Study Program

- If the student marks “Yes” to having a conviction, please contact HR. We will provide them with a Live Scan form, which they will take to a local law enforcement agency. There is a small fee for the Live Scan which, HR will reimburse when they return the completed form and the cash register receipt. HR will review the results of their Live Scan and determine if the student is eligible to work.
- Make sure the employee signs the form.
- Make sure the supervisor signs the form.
- Add budget coding and req number (from the approved Student Employee Requisition).

### 2. Demographic, Drug-Free, & Oath form

- Make sure employee completes section at the top of the form plus the three (3) sections.
- Make sure employee signs in both areas of the form.
- The department will sign at the bottom as the “School Official Signature”.

### 3. Employment Eligibility Verification form (I-9)

- Make sure all dates formatted like **MM/DD/YYYY**.
- Make sure the employee has not left any blank boxes - use N/A instead of a blank box.
- Must enter physical home address - not a PO Box.
- Make sure that the employee has signed and dated.
- The department fills out Section 2 of the form. Refer to the sample form on how to fill out.
- Make sure the department signs under Certification – as you are the staff member who has made copies of the employee’s I-9 documents.
- **Important** - The “**first day of employment**” can be left blank. HR will fill in the date once the student is cleared to be eligible to work.

### 4. I-9 Documents

- A list of acceptable I-9 documents is included in the packet.
- Make sure the name on the I-9 documents matches the name on the I-9 form.
- Must see original I-9 documents.
- Verify that the I-9 documents have not expired.
- Attach a copy of the I-9 documents and submit with the hiring packet.

### 5. W-4

- Make sure that the W-4 is current. If the employee is starting in 2024, they must submit a 2024 W-4.
- The employee must fill out step 1
- Make sure they sign on step 5

### 6. EDD State of California - Withholding Allowance Certificate

- Make sure the employee completes the section at the top and signs the form.