



Fall Work Certification Form

Student payroll signups are conducted 8 am to 3:30 pm in Human Resources (Administration Building Room 309); will take approximately 1 hr. and 15 mins.

Full Name: _____ **Student ID :** _____
(as appears on social security card)

Returning Student Employee *(Student needs to notify HR if change in address, bank account, etc.)*
 Has the student's address or bank account changed? Yes No
If yes, the student will need to provide updated information

New Student Employee's 1st day of work: _____ (month, day, year)

Check off each item as you, the hiring department, verify the student has the required items for payroll signup. The student will present these items in HR at the time of completing the payroll signups. Students without these items will not be able to complete the payroll signup.

Original Social Security Card *(May apply for a replacement at local SS office; 121 S 12th Street)*

Document that establishes identity (Photo ID; Driver's License, Student ID)

Voided Check or official bank document with account & routing number clearly legible
(If using SE HigherOne/Bank Mobile Debit card, log in to account & print direct deposit authorization BEFORE arriving in HR. Account must be set up prior to completing payroll sign up)

International Student ? Yes No
 If checked yes, the Student Employee will need to bring the documents below in addition to the documents listed above:
 US Visa, Foreign Passport, I-94, and I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student

Student Position Job Description: _____

Department Name: _____ **Hourly Rate : \$** _____
\$7.25, unless student is a tutor or has a Skilled Student Worker Wage Increase form on file in HR

Account #: _____
Full 13-Digit Account Number WS -113 REG-213

Supervisor Name: _____ **Extension:** _____

Regular Work (213) From departmental FY 213 Budget

Work Study (113) Based on Student's overall Financial Aid Package, must accept award prior to completing payroll signup

Switch Regular to Work Study Switch to Work Study Effective Date: _____

Switch Work Study to Regular Switch to Regular Work Effective Date: _____

Switch must be made at the beginning of a pay period, ONLY 1 switch can be made per semester

In order to qualify for Student Work for the Fall Semester:

Student must be enrolled in Fall classes and has a completed FAFSA on file in Financial Aid (Must attach a copy of Fall Class Schedule).

NOTE: Students will be subject to FICA tax if not enrolled in less than half time (SE will have a matching that comes from your operating budget)

Student was enrolled in the prior Summer semester and graduated. The student will stop working **BEFORE** the first day of Fall classes.

Fall 20 _____ \$ _____
Department allotment for semester

Student Financial Aid Office (Work Study Only) Date

Your signatures (student and supervisor) below indicate that you understand the Student Employee Policies and Procedures. You also understand that you are limited to working more than 29 hours per week. If employed in more than one job, hours for all jobs may not exceed 29 hours per week and if you are Work Study the award must be shared between all departments.

Student Signature Date

Supervisor Signature Date

Work certification forms that are not completed 100% will be returned to the supervisor, HR will not sign off on incomplete work certification forms.
For assistance completing the Work Certification Form or for questions please contact HR, extension 2490

Completed By Human Resources

NOT AUTHORIZED TO WORK: Address areas above; send student with corrections to HR to complete payroll signup.

All items presented and payroll signup is complete. Student is authorized to work as of date signed below.

HR _____ Date _____ HR _____ Date _____