



# Spring Work Certification Form

Student payroll signups are conducted 8 am to 4:00 pm in Human Resources (Administration Building Room 309); will take approximately 30 minutes.

**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 20-Digit Colleague Account Number WS -511162 REG-511161*

**Supervisor Name:** \_\_\_\_\_ **Extension:** \_\_\_\_\_

**Regular Work (511161)**  
From departmental FY Budget

**Work Study (511162)**  
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 Spring 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 Fall semester and graduated. The student will stop working **BEFORE** the first day of Spring classes.

**Spring 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 work no 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 \_\_\_\_\_