



Summer Work Certification Form

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

Full Name: _____ (as appears on social security card) Colleague ID : _____ (Can access ID number through Self-Service)

Continuing Student Employee (*worked for your department in the previous semester*)
 Has the student's name, address, or bank account changed? Yes No
If yes, Student needs to notify HR if change and complete the appropriate paperwork for HR

Returning Student Employee (*Did not work for your department in the previous semester*)
 When was the last time student worked on campus? _____
Note: If it has been over 18 months, the student will be required to complete ALL payroll paperwork again.

New Student Employee's 1st day of work (Has never worked on campus): _____ (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 (*If applying for a replacement at local SS office, you must submit receipt for replacement*)

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

Official bank document with account & routing number clearly legible (Example: Void Check)

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 Employee Job Description: _____

Department Name: _____ Hourly Rate : \$ _____
\$7.25, unless student is a tutor or has a Skilled Student Wage Increase form on file in HR. Please contact jmoore@se.edu to receive more information.

Account #: _____
Full 20-Digit Colleague Account Number (Ex: 290-01-110-0101-00-511162) WS -511162 REG-511161

Primary Supervisor: _____ Secondary Supervisor: _____

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 the Student Worker Summer Program:
 Please select the option below that applies AND corresponding information is attached

Student is enrolled in Summer classes
 _____ Summer class schedule is attached

Student is not enrolled in summer classes
 _____ Note from Academic Advisor stating there are no courses available for the summer semester for degree plan attached

AND
 _____ Fall class schedule is attached

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

Summer 20 _____ \$ _____ FWS Amount

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 _____