



Fall Work Certification Form

New Employees must contact HR to set up an appointment for payroll sign up completion or to complete remotely.

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 sign up. 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 sign up.

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

HR _____ Date _____ HR _____ Date _____