

B. Office Policies and Job Procedures

1. Benefits of Being a Student Worker

- Each student worker is valued and depended upon. Integrity, honesty and mutual respect are expected from student workers.
- Student employment gives you the chance to earn money to help pay for your expenses.
- Your employer knows you are a college student first. Supervisors try to be as flexible as possible in scheduling work hours around your class schedule.
- Your part-time job can provide many valuable experiences. Future employers are impressed with students who have job experience.
- Student employment can help build your resume. Your job experience adds skills, help in your career decisions and distinguishes your background from other job seekers. Your supervisor may be used as a future reference.
- Part-time employment enhances your education. You will see things from another point of view, which will help to develop your analytical and critical thinking skills. You will also improve your project management skills.

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2. Required Paperwork After Hire

Complete all necessary hiring paperwork including W-4, I-9 and "Proof of Selective Service Registration" (if you are a male student between the ages of 18-25). The I-9 will require two proofs of identification.

This will be done in the office or department that hired you. **Enter your hours worked and/or submit your time sheet by the due date in order to be paid on time.**

Immigration Reform and Control Act of 1986 (I-9)

The form must be completed by the hiring department within **three** days of hire and sent to Human Resources with all the other necessary paperwork.

A completed I-9 "Authorization to Work Form" is required before any individual may begin work.

Federal regulations prohibit payments for hours worked prior to submitting the proper I-9 documents to Human Resources.

A list of acceptable documents are listed on the back of the [I-9](#). Some of the most common forms of documentation are:

- A U.S. passport or unexpired foreign passport
- Unexpired Employment Authorization Card
- A driver's license or student ID card **AND** a U.S. Social Security card
- An original birth certificate or certified copy

There are several other acceptable documents that you may provide. Please check the Department of Homeland Security "Employment Eligibility Verification" Form (I-9) for a complete updated list.

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Income Tax

All work study and non-work study earnings are subject to federal income tax. Students must complete a [W-4 Form](#) when they are hired. A W-2 "Wage and Tax Statement Form" will be provided to the student from the university by January 31st of the following calendar year. W-2 forms are now available electronically via the same system used to enter time worked. If you claim exempt status (no taxes withheld) you must complete a new W-4 Form by February 15th of each year. Otherwise, taxes will be withheld from your paycheck. For information as to how to complete your W-4, contact your parents and/or use IRS resources.

International Students

In addition to the I-9 and the W-4 Forms, international students also need to provide a valid F-1 or J-1 Visa, Form I-20, Form I-94 and a Social Security Card.

For definitions of international student visa status visit the International Office's [Visa Classification Page](#)