

# MEMORANDUM

TO: LCC Staff Hiring Student Employees

FROM: Payroll

DATE: May 22, 2017

## Please follow these steps to hire a student employee:

1. Verify department funds are available for the position. We have 3 different student positions on campus.
  - a. **Work Study**—the department must have work study funds available and the student must have a work study award. Departments are responsible for tracking student & department funds.
  - b. **Student Help**—charged directly to department budget.
  - c. **TANF**—separate funds. Work directly with the WorkFirst Office.
2. Post position and interview students.
  - a. If work study eligible, ask students to provide an **award slip** from the Financial Aid Office to verify they have been awarded work study funds.
3. Complete a background check through HR prior to a job offer. Requests can be made by either emailing the [LCC Background Authorization Form](#) to [hr@lowercolumbia.edu](mailto:hr@lowercolumbia.edu) or delivering the form to the HR office.
4. Once the job offer has been accepted, complete the appropriate employment forms. These forms are only good through June 30<sup>th</sup> of each year and must be renewed at the beginning of each fiscal year (July 1<sup>st</sup>) to continue working.
  - a. **Work Study**—complete the Federal and State Work Study Referrals (located on the [HR](#) webpage) with the information provided on the award slip. The supervisor, student, and Dean/VP **must sign** the referrals and send to Payroll.
  - b. **Student Help**—complete the [Student Help Action Form](#). Please be sure to include the budget. The student, supervisor, and Dean/VP **must sign** the form and send to Payroll.
  - c. **TANF**—contact WorkFirst to complete the TANF Action Form.
5. Students **must** stop by the Payroll Office **on or before the first day** of work to complete new hire paperwork. Federal law requires employees to complete and sign Section 1 of the Form I-9 no later than the first day of employment, but not before accepting a job offer.
  - a. Students **must** bring documents to validate the Form I-9 (examples—driver license **AND** social security card **OR** passport).
  - b. College procedure requires payroll to obtain a copy of the social security card or to visually see the social security card in order to verify legal name and social security number. This is a requirement of employment.
  - c. If the student is under age 18, the parent and supervisor must complete sections of the Labor & Industries Parent/School Authorization form and send a copy to Payroll. The form must be renewed by September 30<sup>th</sup> of each year, until the student has reached age 18.

## Things to remember:

- International Students:
    - If starting work between January 1 and October 31, International students must have already **applied** for a social security card (or ITIN) prior to starting work.
    - If starting work between November 1 and December 31, international students must have already **obtained** a social security card (or ITIN) prior to starting work.
  - Students are **not allowed** to work **more than 19 hours per week** when classes are in session.
  - Referrals and/or student help action forms **must be renewed** and sent to the Payroll Office at the beginning of each fiscal year, **July 1<sup>st</sup>**, even if the student is not changing positions.
  - Federal Work Study funds are typically exhausted prior to June. Payroll will notify supervisors when this occurs.
- Call Payroll at 2220 if you have any questions.