MEMORANDUM

TO: All Student Employee Supervisors
FROM: Payroll
DATE: July 2, 2015
RE: New hire procedures for TANF employees

Please follow these instructions for hiring a TANF employee:

1. Advertise for the position and interview.

2. If you decide to hire a TANF eligible student, contact Work First and they will provide you with two documents: the TANF Job Site Agreement and the TANF Action Form. Please make sure all parties sign the forms before sending them back to Work First.

3. After receipt of the forms, the TANF department will instruct the student to stop by the Payroll Office on their first day of work or before starting work to complete new hire paperwork. Payroll/HR will complete the background check at this time.

Important:

The new hire forms are required so please remind the student on their first day of work if they have not completed this step. The student must bring documents to validate the I-9 (ID and social security card OR passport validate the I-9 but campus policy requires the social security card as well)

Federal law requires that all new employees complete an I-9 on or before the third day of employment.

Things to remember:

• If you are hiring a DACA student, please contact payroll to ensure the student has a valid I-9 on file and is authorized to work in the United States before proceeding with the hiring process.
• Please note that TANF students must be enrolled in at least 6 credits each quarter.
• Students are not allowed to work more than 19 hours per week when classes are in session.
• New TANF action forms must be renewed and sent to the Payroll Office at the beginning of the fiscal year, July 1st, even if the student is not changing positions.

Call Tyler Iddings in Payroll at 2220 if you have any questions.