Instructions for Foothill College's

STUDENT EMPLOYMENT PACKET

FOOTHILL COLLEGE FINANCIAL AID

foothill.edu/aid/
Student Services Building, 8100
Phone: 650.949.7245

Instructions: *The Student Employment Packet (SEP) is a fillable pdf file requiring Adobe Acrobat Reader (free download). Read these instructions carefully, then download the SEP and fill it out.*

Fill out the SEP only *after* you have been offered (and have accepted) a student employment position at Foothill College. The SEP must be submitted, along with the necessary documentation, in person to the student employment specialist in the Financial Aid Office *before* you can begin work.

If you have been a student employee at Foothill at some point during the past two academic years (academic year = July 1- June 30):

- You do *not* need to fill out a new SEP. We have one on file for you. *However,* if any I-9 "List A" document provided with your original SEP has expired, you will need to meet with the student employment specialist to provide your updated document(s).
- You *do* need to receive, complete, and return a **job assignment card** for the current academic year before you may work.

All job assignment cards for the current academic year *must* be completed and returned to the Financial Aid Office *before* a student may start working. All jobs end on or before June 30th of the academic year in which they are begun.

STEP 1. COMPLETE, PRINT, AND SIGN THE STUDENT EMPLOYMENT PACKET (SEP)

Download the employment packet to your computer. Read all of the information in the packet, fill the packet out as much as possible online, then print it (do not save). Sign (in ink) all pages where your (the employee's) signature is requested and fill out page 6 in ink.

The packet includes the following pages:

- Page 1: Student Employee Information Sheet
- Page 2: New Student Employee Certification (click on the link and read all of the information provided before signing)
- Pages 3 & 4: Federal W-4 Form and California DE-4 Form (required for tax purposes; you do not need to fill out the worksheet; it is there to assist you): You can download complete sets of instructions at:
  https://www.irs.gov/pub/irs-pdf/fw4.pdf
  http://www.edd.ca.gov/pdf_pub_ctr/de4.pdf
  Special instructions for International Students:
  When filling out the W-4 (Federal Tax) form:
  * Line 3: check "Single"; Line 5: enter "1"; Line 6: enter "NRA"
  When filling out the DE-4 (California Tax) form:
  * Line 1: enter "1"
- Page 5: Employee Acknowledgment of Responsibility for Confidentiality of College Records and Computer Passwords (read carefully, then sign)
- Page 6: Employment Eligibility Verification (page 1 of Form I-9, **to be filled out by hand**): This form is required for work in the United States. Instructions are provided within the online document.

International Students: Before moving to "Step 2", you *must* take your packet to the International Programs Office to be signed by Arthur Levine or his authorized designee.

STEP 2. SUBMIT THE PACKET WITH DOCUMENTATION TO THE FINANCIAL AID OFFICE (meeting required)

- **Form I-9 Completion:** You must bring your required I-9 documents (originals) with you when you meet with the student employment specialist at the Financial Aid Office.
  See Full I-9 Instructions: https://www.uscis.gov/system/files_force/files/form/i-9instr.pdf
  You can find a list of acceptable documents at:
  https://foothill.edu/financialaid/documents/i9-2017paper.pdf#page=3
  Students can choose to bring a document option from **List A** or an option from **List B** and from **List C**. (Many students find it easiest to bring in their original social security card & driver license.) **International Students**: We recommend that you bring your Passport, your current I-94, and your current I-20 (List A).
  Note: If your Social Security card says any of the following, it *cannot* be used as a List C document: (a) Not valid for employment; (b) Valid for work only with INS authorization;(c) Valid for work only with DHS authorization.

- **For Payroll:** For payroll purposes, all student employees must have a valid Social Security Number (SSN). We ask that you *bring your original Social Security (SS) card* when you turn in your Student Employment Packet. If your SSN is not yet in the FHDA database, please take your SS card to the Admissions & Records Office to have it recorded *before* you submit your Student Employment Packet.

- **Students who are under the age of 18** will also need to submit a copy of their high school diploma or work permit and proof of age (usually, a birth certificate).

STEP 3. RETURN YOUR COMPLETED JOB ASSIGNMENT CARD TO THE FINANCIAL AID OFFICE

You *cannot* begin working until the Financial Aid Office has *received* your job assignment card—signed by you and completed by your employer. If your employer is in a rush to have you start, you might be asked to hand deliver your card.

We recommend that all students use **Direct Deposit** to avoid paycheck loss or delay. You can set up direct deposit via the "Employee" tab in your MyPortal after you have logged in to your timesheet.

To learn about available **Health Insurance Marketplace Coverage** (the "Exchange") options, please see:
http://fhdafiles.fhda.edu/downloads/benefits/HealthCareExchangefinalver.pdf