STUDENT EMPLOYMENT PACKET

Instructions: The Student Employment Packet (SEP) is a fillable pdf file requiring <u>Adobe Acrobat Reader</u> (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.

Link to the Student Employment Packet (fillable pdf file): https://foothill.edu/financialaid/programs/pdf/JAN-2019.pdf

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

<u>Download packet to your computer</u>. Read all of the information in the packet, fill the packet out as much as possible online, then print it (do not save). Complete (in ink) any sections you were not able to do online and sign (in ink) all pages where your (the employee's) signature is requested.

The packet includes the following pages:

- Page 1: Student Employee Information Sheet
- Page 2: New Student Employee Certification (When you sign, you are certifying that you have read all of the material provided through the link on that page. Be sure to 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 a complete set of instructions for both forms at: https://www.ftb.ca.gov/individuals/wsc/adjst_wgs.shtml
  - * Special W-4/DE-4 instructions for International Students Only:
    W-4: Line 3: check "Single"; Line 5: Enter "1"; Line 6: enter "NRA" (If you'd like to see whether exceptions apply to you, you can Google "IRS Notice 1392".)
    <u>DE</u>-4 (California Tax): Line 1: enter "1"
- Page 5: Employee Acknowledgment of Responsibility for Confidentiality of College Records and Computer Passwords (ready carefully, then sign)
- Page 6: Employment Eligibility Verification (this is page 1 of Form I-9): 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 employment packet to the International Programs Office to be signed by Barbara Brown or her authorized designee.

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

- **Form 1-9 Completion:** You must meet with the Student Employment Specialist in the Financial Aid Office to complete your employment paperwork. (Drop-in hours are listed on the Student Employment webpage.) Be sure to bring all required I-9 documents (originals) with you. See Full I-9 Instructions: foothill.edu/aid/documents/i9-2017.pdf

  International Students: Bring your *Passport, your current I-94, and your I-20.*

  Other Students: For a list of acceptable documents: foothill.edu/aid/documents/i9-2017-list.pdf   You will need one document from List A *or* one each from List B **and** List C. *(Many students find it easiest to bring in their Social Security Card & Driver License.)* You can also use this link to learn more about the I-9.

  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 card** at the time you turn in Student Employment Packet. If your SSN is not yet in the Foothill 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 to the front desk of the Financial Aid Office. Any student who begins work before their completed card is received will have their job terminated.
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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