

Student Employment Virtual Onboarding and Employment Packet Instructions

Summary of what you will need to complete this process:

- Computer
- Adobe Acrobat Reader (free download)
- Printer
- Ability to either scan or photograph the entire Student Employment Packet (SEP) and your I-9 documents (read about those in the SEP instructions) and save onto your computer and later upload to my file
- An ability to participate in a Zoom meeting with me

If you don't have access to all of the above, please contact me at johnsonchristine@fhda.edu as soon as possible and describe your situation. Please include your student ID number on any emails.

Instructions:

1. Access the Student Employment Packet at <https://foothill.edu/financialaid/programs/employment.html> (scroll down until you see the "Student Employment Packet and New Virtual Onboarding Instructions" box).
2. Download the Student Employment Packet (a fillable pdf) to your computer (Adobe Acrobat Reader is required and free).
3. **Fill out the entire document, as much as you can** (you won't be able to fill out the last page), **using your computer**.
 - **Tip:** You should be able to save packet to your computer once you complete it, but we've found some students cannot. Therefore, it's a good idea to **test** your ability to save it before filling out the whole thing:
 - Fill out just a couple of lines; then try to save it.
 - **If this "save" is successful** (that is, it does not wipe out your entries), you should feel safe filling out the entire document, then saving it to your computer.
 - **If it does wipe out your entries**, complete the document and print it, but do not save it.
 - Type all entries that you can. (Any that you cannot complete using your computer, you can complete by hand after printing it out.)
 - **Page 2:** Be sure to click on the **red link** on page 2 and read the linked documents. (When you sign that page, you are swearing to having read them.)

- **Page 3 is the W-4** (this is for federal taxes). You must fill this out—including your social security number. Most students will only need to complete Steps 1 and 5.
Important: Even if your software allows you to electronically sign this page, **DO NOT sign this page electronically**. This page **must be printed and signed by hand in ink**. Keep the original. You will need to bring it in to the Foothill Financial Aid Office (with your I-9 original documents) once campus re-opens.

- If you are unsure about which steps you need to complete or if you need more information about how to fill out the various steps, click on the red link at the top of the page. This will give you the entire federal document with instructions included.

- **International Students:**

- For Step 1(c), you must mark “Single or Married filing separately.”
- Additional requirement: BELOW the space for entry on 4(c), write the letters NRA.

- **Page 4 is the DE-4** (this is for state taxes): If you have questions about filling this out, click the red link at the top of the page. **Important:** Even if your software allows you to electronically sign this page, **DO NOT sign this page electronically**. This page **must be printed and signed by hand in ink**. Keep the original. You will need to bring it in to the Foothill Financial Aid Office (with your I-9 original documents) once campus re-opens.

- International students must mark themselves as “Single” and under #1 “Regular Withholding Allowances, Worksheet A” enter “1”.
- Students do not need to fill out any information below the signature/date line.

- **Final page:** This is page 1 of the **I-9** (a federal government document for proof of eligibility to work legally in the U.S.). Right now, this is not set up to fill out on your computer. **It must be printed then filled out and signed by hand in ink**. Print *very carefully and neatly*. Complete it down to (and including) the darker box headed “Preparer and/or Translator Certification.”

- **International students:** You will choose box 4 on page 1 of the I-9. The expiration date requested on the first line in that box is the expiration date on your I-20. Be sure to also fill out either choice #2 or #3 (#3 is preferable) in box 4.

4. **Once you have filled out as much as you can on your computer, print the document, fill out anything you couldn't fill out using your computer** (print neatly and use ink), **and sign** (in ink) wherever your signature is requested (this includes #5 on page 1; you are simply signing to say that whether you answer was “yes” or “no”, you are telling the truth).
5. Next, so that you can transmit the document to me, you need to **save it as a document** on your computer.
 - If you have a scanner, you can scan it in.
 - If not, you might be able to take an image using your phone (it would have to be a very clear, legible image to be acceptable) and upload that to your computer for later uploading to my file.

- *Most of you are far more tech savvy than I, so if you know of an easier or alternative way of saving your signed employment packet, please do let me know so that I can modify these instructions.*

6. Once you have saved your completed and signed employment packet, **email me** with the following information that I will need to schedule a short Zoom meeting with you (do **not** attach your Student Employment Packet):

- Your name and student ID number
- The department and person you will be working for
- Some dates/blocks of time you would be available to have a Zoom meeting.

During our Zoom meeting, I will need to take a screenshot of your **I-9 documents**.

Caution: *For your security, do not send your Student Employment packet to me via email.*

About I-9 documents:

- **Most non-F1 students** will present either a California Driver License or California ID card AND a social security card. Another option is a U.S. Passport. You can find a full list of acceptable documents by searching “I-9”.
- **International students** will need to present their Passport, their most recent I-94, and their I-20. They will also need to present their social security card for payroll purposes.

IMPORTANT NOTE: The law requires that I view your original I-9 documents in person within 3 days of our being permitted to meet in person. As soon as we are once again permitted in-person meetings, you will need to email me to schedule an appointment where that can be done.

Additional Note for F1 Students: We normally require that your Student Employment Packet is signed off on by Barbara Brown in the International Programs Office. Due to our virtual campus, I am currently working with Barbara to find a way to manage that. I will notify you if I need you to do anything more.

7. **Expect two follow-up emails from me:**

1. **Once I get your email with your available times**, I will email a request for you to **Upload** your completed/signed Student Employment Packet to my Microsoft OneDrive file.
 - Simply **click on the link provided**, follow the steps to select the student employment packet file from your computer, type in your name, and submit your document.
2. **Once I receive your completed Student Employment Packet**, I will email you a **Zoom invitation** that you will need to accept to move forward.
 - Sign in when the time comes. (**FYI:** You will be placed in a “waiting room” when you sign in and I will then permit access; this is for your security.)
 - You **MUST** have all your required original I-9 documents with you for the meeting.

Important Final Note

Within 3 days of our being allowed back on campus, you will need to come in to bring me the following original documents:

- The final page of the employment packet (i.e., I-9 form, Section 1)
- The originals of the I-9 documents used in our Zoom meeting (example: Social Security Card/Driver License; Passport)
- Your completed/signed W-4 form
- Your completed/signed DE-4 form

If you printed and signed the entire Student Employment Packet by hand, please bring the entire original.

Once we know we will be able to return to campus, email me to arrange a date/time to meet.

Please email me as soon as possible if you have any questions.

Warning/Apology: This is a new technology for me, so I ask for your patience, understanding, and help. I hope those of you more tech savvy than I will share any tips you might have.

Thank you.