

# STUDENT EMPLOYMENT

When hiring students, the following are required and documents can be found at:

<https://www.siu.edu/student-employment/forms/index.shtml>

**We do not need copies of social security cards, drivers license or birth certificates.**

Initial Hire for new student – Or GA that has never held position in Student Employment:

- Payroll Authorization – printed from Student Job Finder
- I-9 – signed, the latest it can be signed is 72 hours after the student starts employment
- W-4 – State and Federal must be completed, signed and dated
- Ethics Form – must have one on file dated between July 1 thru June 30 each year
- Acknowledgement of Mandated Reporter Status
- Student Employment Compliance Agreement (SECA)
- INTERNATIONAL STUDENTS: All of the above to include the following
  - I-20
  - I-94
  - Copy of Visa
  - Copy of ID Card if the student does not have an SSN at the time of employment

Rehire of student to the same area on campus:

- If the student had a break in employment at any time the following is required:
  - Request to Rehire a Student Employee – completely filled out
  - I-9 – signed, the latest it can be signed is 72 hours after the student starts employment
  - Ethics Form – must have one on file dated between July 1 thru June 30 each year
- If the student has NO break in employment, the following is required:
  - Request to Rehire a Student Employee – completely filled out
  - Ethics Form – must have one on file dated between July 1 thru June 30 each year

Hiring of student already employed but in a different area on campus:

- Even though the student might be employed somewhere else on campus; the new area will still need to complete the following:
  - Payroll Authorization – it's not a rehire, but a new hire for that particular area
  - I-9 – signed, the latest it can be signed is 72hours after the student starts employment

### Student Employee Status Change:

- Used to update account numbers, pay changes, terminations, supervisory etc.
- Please complete entirely – to include position number and account number; we receive requests where the student has the same position but in different areas on campus.

### Summer Hire with NO Enrollment Form:

- This form is only good for the summer and will terminate prior to fall semester. No summer positions will carry over into fall. If your area retains the student for fall, then complete the following.
  - Request to Rehire a Student Employee – completely filled out
  - Ethics Form – must have one on file dated between July 1 thru June 30 each year

### Additional Information:

- **Please avoid sending copies of driver's license, birth certificates and SSN cards – we won't need them. Please don't write the SSN on the Payroll Authorization.**
- Please make sure to hand deliver documents as they have sensitive information
- SR = Positions are where a student meets eligibility, but is not qualified for Federal Work Study
- SF = Positions are where a student meets eligibility and qualifies for Federal Work Study
- SS = Positions are where a student is not enrolled during the summer but is eligible to work – this position will only last for the summer. If you want to retain student you must complete rehire form for Fall semester. Students will also be required to pay additional FICA tax (7.65%) during the summer, when not enrolled.
- **PLEASE VERIFY THE PASSPORT AND I-20 HAVE NOT EXPIRED. INTERNATIONAL STUDENTS MUST PRESENT THEIR VALID INTERNATIONAL DOCUMENTS IN ORDER TO WORK ON CAMPUS. OTHER DOCUMENTS ARE NOT ACCEPTABLE.**
  - Per HR – students with expired Passports and I-20 cannot work.