

STUDENT EMPLOYEE CHECK IN SHEET
Office of Human Resources

Student Authorization to Work

HR Employee Initials _____

STUDENT EMPLOYEE INFORMATION

Welcome! As a new student employee, you are required to visit the Office of Human Resources **prior to OR on your first day of employment.** Please refer to the following guidelines before completing your new hire paperwork:

1. **You are required to provide proof of identity and eligibility in order to be employed in the United States to meet** the 1986 Immigration Law (Federal Form I-9) requirements. Refer to the 'List of Acceptable Documents' for a complete list.
 - All documents *must be original and unexpired*
2. **You are required to provide your original Social Security card for** verification of your legal name and Social Security number to meet the Federal Internal Revenue Service and California State Franchise Tax Board requirements.
 - Employees are required to sign in to the state payroll system with the name that appears on their Social Security card.
 - If incorrect, you will need to visit the Social Security office and have it corrected.
3. If you have worked on campus previously, please let HR know.
4. Please allow approximately 30 minutes to complete the sign in process.

Sign In Hours:

Monday-Friday 8:00am-3:00pm

**Office of Human Resources 333 S. Twin Oaks
Valley Rd San Marcos, CA 92078 Craven Hall,
Room 1200**

760-750-4418

HIRING DEPARTMENT TO COMPLETE

STUDENT NAME:	DEPARTMENT:
START DATE:	DEPT CONTACT NAME & PHONE:
TYPE OF APPOINTMENT [check one]	
STUDENT EMPLOYEE	ACADEMIC STUDENT EMPLOYEE (UNIT 11)
<i>1870 Student Assistant</i>	<i>1150/1151 Instructional Student Assistant</i>
<i>1871 Student Assistant FWS</i>	<i>2354/2324 Teaching Associate</i>
<i>1868 International Student Assistant</i>	<i>2325/2326/2355 Graduate Assistant</i>
<i>1874 Bridge Student Assistant</i>	<i>Academic student employees are covered under Unit 11, UAW Local 4123. More information can be obtained by visiting www.uaw4123.org or calling (916) 498-8452.</i>

HIRING DEPARTMENT REQUIREMENTS

Employing departments must ensure students do not exceed 20 hours per week for all student employment combined while classes are in session. Employing departments are required to ensure student employees maintain enrollment with a minimum of 6 undergrad or 4 grad units. Students enrolled in less than 6 undergrad or 4 grad units or drop below the minimum unit requirement during the semester are not eligible for student employment. If your student drops below the minimum unit requirement, you must discontinue their employment as a Student Assistant (classification code 1870) immediately and notify Payroll Services.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.