

## **FIRST DAY OF WORK AND REQUIRED HIRE PAPERWORK**

You have applied online to a student position, secured an interview with the hiring manager and after much anticipation, you receive information from the hiring department that you are hired for the job. The following are steps to finalize your student employee file with Student Employment Services on or prior to your first day of work.

1. Confirm your start date with your hiring manager.
2. Visit the Student Employment Services office and pick up appropriate hire paperwork.
  - a. Form I-9, Employment Eligibility Verification
  - b. W-4 Form, Employee's Withholding Allowance Certificate
  - c. Notice to Employee Labor Code section 2810.5
  - d. Student Employment Agreement
3. Complete and obtain signatures (as needed) for each form.
4. Return all completed documents to Student Employment Services. Please note that students will need to bring original and unexpired document(s) to satisfy the Form I-9 requirement.

### **New or Re-Hired/Continuing Student**

Student job recruitment can be for the academic year, only fall, spring or summer term. All students will need to be hired and authorized to work by their student hiring manager and Student Employment Services.

#### **New Student Employees**

A new student employee is a student that has been hired by a CU hiring manager for an on-campus student job. This person does not have previous work experience at Chapman University; no payroll record.

#### **Re-Hired/Continuing Students**

A student re-hire is a student that has that has been hired by a CU hiring manager for an on-campus, has previous work experience at Chapman University and will have had a payroll record. This student may have had a break in employment of up to 2-3 years. A continuing student is a student that has that has been hired by a CU hiring manager for an on-campus job and may have been rehired to work in the same job/department. This student will have a payroll record; may have had a break in employment.

### **Required Hire Paperwork and Documentation**

The paperwork you will need to complete with Student Employment Services depends on whether you are new or re-hired/continuing student employee. For additional

- Re-Hired/Continuing Student

The Immigration Reform and Control Act of 1986 (IRCA), as amended by the Immigration Act of 1990 and the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996, requires employers to verify the identity and work authorization of their employees - including students. As a means to verify an individual's eligibility to work in the

United States, the United States Citizenship & Immigration Services (USCIS) developed the Form I-9, Employment Eligibility and Verification.

To satisfy the Form I-9 requirements, a representative from Student Employment Services will need to verify original and unexpired document(s) to prove the new student employee's identity and eligibility to work in the U.S. The list of approved documents are listed below and can also be found the backside of the Form I-9. You will need to provide either one item from List A, **OR** one item *each* from both Lists B and C Please note that photocopies of documents submitted for the Form I-9 will not be accepted.

<p style="text-align: center;"><b>List A</b></p> <p style="text-align: center;">Documents that Establish Both Identity and Employment Authorization</p>	<p style="text-align: center;"><b>List B</b></p> <p style="text-align: center;">Documents that Establish Identity</p>	<p style="text-align: center;"><b>List C</b></p> <p style="text-align: center;">Documents that Establish Employment Authorization</p>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</li> <li>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</li> </ol>	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p><b>For Persons under age 18 who are unable to present a document listed above:</b></p> <ul style="list-style-type: none"> <li>• School record or report card</li> <li>• Clinic, doctor, or hospital record</li> <li>• Day-care or nursery school record</li> </ul>	<ol style="list-style-type: none"> <li>1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States</li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document.</li> <li>6. U.S. Citizen ID Card (INS Form I-197).</li> <li>7. Identification Card for Use of Resident Citizen in the United States (INS Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol> <p style="text-align: right;">rev 08/07/09</p>

\*\*\*Please visit Student Employment Services to complete the Form I-9.