

MEMORANDUM

TO: LCC Staff Hiring Student Employees

FROM: Payroll

DATE: December 28, 2017

Please follow these steps to hire a student employee:

1. Verify department funds are available for the position. We have 3 different student positions on campus.
 - a. **Work Study**—the department must have work study funds available and the student must have a work study award. Departments are responsible for tracking student & department funds.
 - b. **Student Help**—charged directly to department budget.
 - c. **WorkFirst Work Study**—separate funds. Work directly with the WorkFirst Office.
2. Post position and interview students.
 - a. If work study eligible, ask students to provide an **award slip** from the Financial Aid Office to verify they have been awarded work study funds.
3. Complete a background check through HR prior to a job offer. Requests can be made by either emailing the [LCC Background Authorization Form](#) to hr@lowercolumbia.edu or delivering the form to the HR office.
4. Once the job offer has been accepted, complete the appropriate employment forms. These forms are only good through June 30th of each year and must be renewed at the beginning of each fiscal year (July 1st) to continue working.
 - a. **Work Study**—complete the Federal and State Work Study Referrals (located on the [HR](#) webpage) with the information provided on the award slip. The supervisor, student, and Dean/VP **must sign** the referrals and send to Payroll.
 - b. **Student Help**—complete the [Student Help Action Form](#). Please be sure to include the budget. The student, supervisor, and Dean/VP **must sign** the form and send to Payroll.
 - c. **WorkFirst Work Study**—contact WorkFirst to complete the WorkFirst Action Form.
5. Students **must stop** by the Payroll Office **on or before the first day** of work to complete new hire paperwork. Federal law requires employees to complete and sign Section 1 of the Form I-9 no later than the first day of employment, but not before accepting a job offer.
 - a. Students **must** bring documents to validate the Form I-9 (examples—driver license **AND** social security card **OR** passport).
 - b. College procedure requires payroll to obtain a copy of the social security card or to visually see the social security card in order to verify legal name and social security number. This is a requirement of employment.
 - c. If the student is under age 18, the parent and supervisor must complete sections of the Labor & Industries Parent/School Authorization form and send a copy to Payroll. The form must be renewed by September 30th of each year, until the student has reached age 18.

Things to remember:

- International Students:
 - If starting work between January 1 and October 31, International students must have already **applied** for a social security card (or ITIN) prior to starting work.
 - If starting work between November 1 and December 31, international students must have already **obtained** a social security card (or ITIN) prior to starting work.
- Students are **not allowed** to work **more than 19 hours per week** when classes are in session.
- Referrals and/or student help action forms **must be renewed** and sent to the Payroll Office at the beginning of each fiscal year, **July 1st**, even if the student is not changing positions.
- Federal Work Study funds are typically exhausted prior to June. Payroll will notify supervisors when this occurs.

Call Payroll at 2220 if you have any questions.