

MEMORANDUM

TO: LCC Staff Hiring Student Employees
FROM: Payroll
DATE: October 27, 2020

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 student must have a work study award with amounts given from a Financial Aid employee.
 - b. **Student Help**—charged directly to department budget.
2. Post position and interview students.
 - a. If work study eligible, ask students to provide a **Work Study Position Award Slip** from the Financial Aid Office to verify they have been awarded work study funds.
3. Complete the online [LCC Background Authorization Form](#). Sydney Sanford from HR will notify the supervisor listed on the background check with the results.
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 [Forms A-Z](#) webpage) with the information provided on the Work Study Position Award Slip. The supervisor, student, and Dean/VP **must sign** the referrals and send to Kaylee Opp in HR **prior** to the new hire orientation. Please note that LCC typically runs out of Federal Work Study prior to June. See note below.
 - b. **Student Help**—complete the [Student Help Action Form](#). Please be sure to include the full combo code. If you do not know what your department combo code is, reach out to your dean for that information. The student, supervisor, and Dean/VP **must sign** the form and send to Payroll.
5. All student employees **must** complete a new hire orientation with HR **before** starting work. Contact Kaylee Opp (kopp@lowercolumbia.edu or x2125) in HR to set up an orientation. 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 and 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 by March or April. Payroll will notify supervisors when this occurs.
Be prepared with other funding options, to reduce, or eliminate hours.
Call Payroll at x2220 if you have any questions.