

## MEMORANDUM

TO: LCC Staff Hiring Student Employees

FROM: Payroll

DATE: April 19<sup>th</sup>, 2021

### Please follow these steps to hire a student employee:

1. Verify department funds are available for the position. We have 2 different student positions on campus.
  - a. **Work Study**— The department must have received a work study allocation from their dean or VP and the student must have a work study award with amounts provided by 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 30<sup>th</sup> of each year and must be renewed at the beginning of each fiscal year (July 1<sup>st</sup>) 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 budget number with the Fund Code, Class Field, and Department Code. If you do not know what your department's budget number, reach out to your dean for that information. The student, supervisor, and Dean/VP **must sign** the form and send Kaylee Opp in HR **prior** to the new hire orientation.
5. All student employees must complete a new hire orientation with HR before starting work. Contact Kaylee Opp ([kopp@lowercolumbia.edu](mailto: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. If a social security card is not provided for I-9 documentation, it will still need to be provided per College policy. College policy requires HR 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 30<sup>th</sup> 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.
- Work study employees **must** be enrolled in **6 or more credits** to be eligible for work study employment. However, they may be eligible to work as work study beyond spring quarter and into summer quarter without taking classes as long as they complete the [Intent to Enroll form](#) and will be taking **6 or more credits** for fall quarter. This also applies to student

help employees.

- Referrals and/or student help action forms **must be renewed** and sent to the Payroll Office at the beginning of each fiscal year, **July 1<sup>st</sup>**, 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.**