## General Instructions

1. This Student Employment Hiring Packet is for Wright State University students who have never worked on campus. Students who have worked previously on campus generally must only submit a Student Employment Authorization Form. However, if personal information has changed or new forms have been added, students will be asked to complete additional forms.

2. **The entire packet must be completed and submitted before the student begins work.** The student employee must hand carry the packet to the Student Employment Office in the Career Center, 334 Student Union.

3. All forms must be completed in ink or typed.

4. Completed samples of each form are available in the Student Employment Office for review.

5. The student must choose either the permanent or alternate address for all forms; address must be consistent.

6. **The supervisor must:**
   - complete Section II on the Student Employment Authorization Form, and sign and date the bottom of the page;
   - sign and date the Student Employment Contract;
   - verify identification and employment eligibility and complete Section 2 on the I-9 Form. Instructions for the employer are included in the packet. If the supervisor does not complete this section, Student Employment will do this when the student submits the paperwork. Students must have original documents for document completion. Student Employment needs copies of these documents.

## Instructions for Forms

### Student Employment Authorization Form

The student must complete Section I, and sign and date the form. The supervisor must complete Section II, and sign and date the form.

### Student Employment Contract

The contract outlines Student Employment policies. By signing the contract, the student and supervisor have agreed to comply with these policies. If the student or supervisor would like an item explained further, contact the Student Employment Office. This form requires the signature of both the student and the supervisor. International students will need to complete the Student Employment International Contract.

### Direct Deposit Form

The student must complete the form to ensure that their first paycheck is sent to the financial institution. The student must **attach a voided check or deposit slip.** Wright State will deposit to any bank, credit union, savings and loan, or investment accounts of the student’s choice. A student can also split their earnings between savings or checking at the same financial institution or up to five different institutions. The student may need to check with the financial institution to determine the 9-digit routing number required. If the student has any questions, contact the Payroll Office at extension 2249.

*revised 6/2017*
Public Employees Retirement System (PERS) of Ohio
Student employees are exempt from PERS during the academic year. As a university employee, students do not pay Social Security taxes. If a student wishes to become a member of the PERS retirement program, contact the Student Employment Office.

Statement Concerning Your Employment in a Job Not Covered by Social Security
The Social Security Protection Act (H.R. 743) requires state and local government employers, hiring for jobs not covered under Social Security, to notify new hires about how public employment will affect Social Security benefits. Print your name and Employee ID# (Social Security number) at the top of the page. Our office will complete the employer name and employer ID#. The student must read the information carefully, sign, and date the bottom of the form.

Employment Eligibility Verification (I-9 Form)
The supervisor must complete an I-9 for all new student employees. Instructions for the employer are included in the packet. The student must complete Section 1 and provide the appropriate documentation to their supervisor. A list of acceptable documents is listed on the reverse side of the form. If a student does not present a document from List A, they must present one document from List B which establishes identity and one document from List C which establishes employment eligibility. The supervisor must complete Section 2 verifying that they actually saw the original documents. The student must also include a copy of the original documents (those provided to the supervisor) with the I-9 and submit to Student Employment.

International Students
International students are required to complete these additional forms:
Student Employment International Contract;
Alien Information Collection Form.

International students are required to bring the following documents, along with their hiring packet, to Student Employment Office in the Career Center, 334 Student Union:
I-20, Certificate of Eligibility for Non-immigrant Student Status;
I-94, Arrival and Departure Record;
Passport;
Email from UCIE verifying the Work Authorization Form is complete;
Social Security Card or receipt from Social Security Office.

revised 6/2017