

CAREER DEVELOPMENT CENTER

# STUDENT EMPLOYMENT

## U.S. Citizen & Permanent Resident Student Employee New-Hire Paperwork

Congrats on landing your first on campus job!

**In order to start work and be paid on time you must complete the new-hire process by following directions outlined below:**



Schedule an appointment with Student Employment Staff via Handshake:

1. Log onto Handshake using this link or QR code <https://app.joinhandshake.com>
2. From the homepage of Handshake, click "Career Center"
3. Select "Appointments" then "Schedule a New Appointment" with "Student Employment"
4. Under "New-Hire Student Employee Processing" select an available date and time
5. Once requested Student Employment staff will confirm in an email your scheduled processing time (**please note that this appointment cannot be conducted virtually or over zoom**)
6. Report to Plemmons Student Union room 222 (the Career Development Center) for your scheduled time and bring with you:

### **Bring with you to your appointment:**

1. Student Temporary Authorization (to complete with your supervisor, page 3)
2. I-9 documentation for employment verification, must be **ORIGINAL and UNEXPIRED** (see page 2 for the list of acceptable combinations)

During your appointment you will present the above listed items and will be provided Section 1 of form I-9, NC-4EZ (State Tax Form) and W-4 (Federal Tax Form) to complete.

### **Please have at your convenience:**

Your bank routing and account number - to complete the online direct deposit enrollment form on the [AppalNet](#) employee self-service tab

*This packet is for students who have secured employment on campus, not an application for employment.*

*Please contact our office for additional questions - [studentemployment@appstate.edu](mailto:studentemployment@appstate.edu) or 828-262-4099*

## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be **UNEXPIRED**.

\* Documents extended by the issuing authority are considered unexpired.

**Employees must present either one selection from List A or a combination of one selection from List B and one selection from List C.**

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<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. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the individual's status or parole as long as that 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> </ol> </li> </ol> </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>	OR	<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> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. 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>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security               <p style="margin-left: 20px;">For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4</b>, document, not a List C document.</p> </li> </ol>
<p><b>Acceptable Receipts</b></p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

# Appalachian State University

## Student Temporary Employment Authorization – HOURLY WAGE

Please submit completed form to the Office of Student Employment for approval. All fields are required for submission.

Student Name (last, first)	Banner ID		
Permanent Address	AppState Email		
(city, state, zip code)			
Job Title	Hourly Wage \$		
Employing Department			
Beginning date of Employment	Ending Date of Employment		
Budget Information (FOAP Code) --- all fields required			
Fund	Org	Account	Program
Time Sheet Org			

- 1) Before reporting to work, all participants must have on file a Student Employment Authorization, the NC-4[EZ] and W-4 tax forms, and an I-9 form with printed confirmation of E-verify with either Appalachian State's Office of Student Employment or Office of Human Resources
- 2) Student temporary employees are under the immediate supervision of the person(s) in charge of their areas of assignment
- 3) Payrolls are due in the Controller's Office by the published payroll deadlines. All authorizations not properly submitted will be returned to the department.
- 4) Payroll checks will be issued on or before the 15<sup>th</sup> and the last working day of the month. If you owe Appalachian, it is subject to be deducted from the your paycheck. All student temporary employees are required to enroll in direct deposit via "Employee" tab of AppalNet.
- 5) Your employment as a student temporary employee is "at will". That is, just as you may resign from your employment with Appalachian at any time and for any reason, Appalachian may terminate your employment at any time and for any lawful reason.
- 6) Your employment in this position is contingent upon the continued availability of funds supporting this position.

The following statement must be completed for all individuals:

### Statement of Selective Service Registration Compliance

- I certify that I am registered with Selective Service
- I certify that I am not required to be registered with selective service because
- I am female
  - I am in the armed services on active duty (note: members of the Reserves & National Guard are not considered on active duty)
  - I have not reached my 18<sup>th</sup> birthday
  - I was born before 1960
  - I am a permanent resident of the Trust Territory of the Pacific Islands (Palau) or Northern Mariana Islands
  - I am a nonimmigrant alien

Statement: I understand I am not covered by unemployment insurance and I have read and understood the above statements.

Student Signature	Date
Supervisor Name	Supervisor Email
Supervisor Signature	Date

\*Disclosure of employees' social security number is mandatory. Appalachian State University is authorized or required by federal law (including 26 U.S.C. 6011 and 26 U.S.C. 6051) to obtain your social security number for employment and tax purposes. The university will use your social security number to comply with federal employment tax laws and regulations.

<b>For Office of Student Employment Use Only:</b>
<input type="checkbox"/> EPAF
<input type="checkbox"/> TCP
<input type="checkbox"/> WS Overage

<b>For Payroll Department Use Only:</b>
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