

STUDENT EMPLOYEE PROCESS/REQUIREMENTS

I. Pre-Employment:

1. KCC Student Employment Application:
New student employees are required to complete a KCC Student Employment Application to be kept on file in Human Resources. Visit <http://www.kirtland.edu/financialaid/studentemployment.htm> for more information on student employment. .
2. Financial Aid:
Student employees are required to have a Free Application for Federal Student Aid (FAFSA) on file and be determined eligible for aid.
3. Registration:
Student employees must be registered for a minimum of 6 credits during the semester they will be working and be enrolled in an eligible program of study.
4. Student Employment Form (SEF):
The Student Employment Form (SEF) is only available through the Financial Aid Office. New student employees are also required to complete an employment application with Human Resources (see step 1). The student will take the SEF and a copy of their employment application to interview for a potential job. When hired, the student completes Part II of the SEF form and the hiring supervisor completes Part I.
5. Complete the Process:
Once hired, the student returns the signed Student Employment Form (SEF) to Human Resources and then completes all required payroll forms. Students *cannot* begin working until all payroll forms and a background authorization form are completed. Effective July 1, 2008 the pay rate is \$7.40 an hour. A new Student Employment Form is required for each semester that a student works, along with a new Direct Deposit Authorization form.
6. Student Employee Payroll Forms:
Completed forms that are required before beginning work (available in Human Resources):
 - ▶ I-9 Employment Eligibility Verification
(must bring *one of each*: drivers license or State ID card **and** original social security card or birth certificate.)
 - ▶ W-4 Federal Employee's Withholding Allowance Certificate
 - ▶ MI W-4 Michigan Employee's Withholding Exemption Certificate
 - ▶ Background Check Authorization Form
 - ▶ Direct Deposit Authorization Form
7. Returning Student Employees:
A new Student Employment Form (SEF) is required for each semester a student works, along with a new Direct Deposit Authorization form. Returning student workers should pick up an SEF from the Financial Aid office. Once the SEF is completed with the hiring supervisor, the SEF is returned to Financial Aid. Students are not permitted to continue working until a valid SEF has been submitted.
8. Student Employee Orientation:
Student employees are required to attend a one-time orientation *no later* than their first semester of employment. Sessions last approximately one hour. Orientation will be scheduled by Human Resources and the schedule will be available in the Financial Aid Office.
9. KCC Student Employee Handbook:
The handbook can be viewed at <http://www.kirtland.edu/financialaid/studentemployment.htm> Upon signing the Student Employment Form each semester students agree to abide by the terms and conditions of the program as outlined in the handbook.

II. Continued Employment Requirements:

- ▶ Maintain enrollment of six (6) credit hours minimum
- ▶ Current SEF for semester
- ▶ FAFSA for current academic year
- ▶ Current background check authorization on file
- ▶ Maintain SAP standards for financial aid eligibility