

STUDENT EMPLOYEE PROCESS/REQUIREMENTS

I. Pre-Employment:

1. Financial Aid
All student workers are required to fill out a Free Application for Federal Student Aid (FAFSA) and apply for financial aid through Kirtland Community College.
2. Registration
All student workers must be registered for at least 6 credits during the semester they will be working and be enrolled in an eligible program of study.
3. KCC Student Employment Application
All new student employees are required to complete a Student Employment Application to be kept on file in the Counseling Office. Visit <http://kirtland.edu/employ/studentemployment.htm> Counseling Services also provides assistance for resume preparation and interview techniques.
4. Student Employment Form
The student employment form is only available in the Financial Aid Office after the student has completed an employment application. The student will take the Student Employment Form to interview for a potential job. The student completes Part II of the form and the hiring supervisor completes Part I.
5. Complete the Process:
Once hired, the student returns the signed Student Employment Form to the Financial Aid Office and then completes all necessary payroll forms with Human Resources. 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.
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
 - ▶ Beneficiary Nomination Form
 - ▶ Background Check Authorization Form
7. Student Employee Orientation:
All Student employees are required to attend a one-time orientation no later than their first semester of employment. Sessions last approximately one hour. Only the student employee should attend as seating may be limited. Orientation will be scheduled Human Resources and the schedule will be available in the Financial Aid Office.
8. KCC Student Employee Handbook
The handbook can be viewed at <http://kirtland.edu/finaid/studentemploy.htm> Upon signing the Student Employment Form each semester you agree to abide by the terms and conditions of the program as outlined in the handbook.

II. Continued Employment

Students are required to file a FAFSA for each school year they will be employed, have a current background authorization on file, and have an updated Student Employment Form that is current for the semester they will be working. To check your eligibility status, please contact the Financial Aid Office.