

## STUDENT EMPLOYEE PROCESS/REQUIREMENTS

### I. Pre-Employment:

1. Completed **Current year FAFSA** on file at Kirtland ([www.fafsa.gov](http://www.fafsa.gov)).
2. Enrolled for a minimum of **6 credit hours** in an eligible program of study.
3. Completed **Kirtland Student Employment Application** online at: <http://www.kirtland.edu/student-central/forms> and click on the Student employment application form under Student Employment (work study) Forms.
4. Complete a **Background Check Authorization Form** by going to Student Employment Forms at: <http://www.kirtland.edu/student-central/forms> and print a Background Check Authorization Form. Complete the form, sign it, and send it to Human Resources at [hr@kirtland.edu](mailto:hr@kirtland.edu). Please call 989-275-5000 ext. 239 if you need assistance.
5. Obtain a **Student Employment Form (SEF)** from Student Financial Services Office. Once eligible, contact the hiring supervisor that is found on the job post and schedule an interview. Take the SEF and a copy of class schedule to interview for a potential job. A new Student Employment Form is required each semester.
6. New student employees are required to attend a one-time **Student Employee Orientation** online at: <http://www.kirtland.edu/student-central/forms> and click on Student Employment Orientation under Student Employment (work study) Forms. It is the student's responsibility to complete the online orientation prior to the first day of work. Failure to complete the orientation will result in ineligibility of the work study program until the orientation has been completed.
7. **When Hired:** The hiring Supervisor completes Part I of the SEF, the student completes Part II and returns the SEF to Human Resources. Students *cannot* begin working until all required payroll documents are submitted (see #8).
8. Payroll Forms must be completed with Human Resources before employment can begin (available in Student Forms Central <http://www.kirtland.edu/student-central/forms> or contact Human Resources 989-275-5000 ext. 239 or email: [hr@kirtland.edu](mailto:hr@kirtland.edu) ).
  - Background Check Authorization Form
  - I-9 Employment Eligibility Verification
  - W-4 Federal Employee's Withholding Allowance Certificate
  - MI W-4 Michigan Employee's Withholding Exemption Certificate
  - FERPA Confidentiality Form
  - Direct Deposit Authorization Form
9. Access the **Kirtland Community College Student Employee Handbook** at [www.kirtland.edu/paying-for-college/student-employment](http://www.kirtland.edu/paying-for-college/student-employment). students are responsible for reviewing this information. Upon signing the Student Employment Form (SEF) each semester, students agree to abide by the terms and conditions in the *Student Employee Handbook*.

### II. Continuing Employment Requirements:

Returning student employees are required to submit a new Student Employment Form (SEF) each semester and an updated Direct Deposit Authorization form if information has changed. Students are not permitted to continue working until a valid SEF is on file for that semester.

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