

Hiring Process for an F-1/J-1 New Student Employee:

1. Offer is made to potential student employee.
2. Hiring department completes the On-Campus Employer Statement/DSO Certification Form which can be obtained from the ISSS office.
3. Hiring department completes a Personnel Action Form (PAF) to hire the student. The PAF is given to student employee.
4. Student will take the On-Campus Employer Statement/DSO Certification Form to the ISSS office
5. ISSS will assist the student with the application for a Social Security Card, including transportation to and from the Social Security Administration Office, if needed – trips are taken once a week on Thursdays
6. Student will schedule an appointment with Moriah Rouse in HR to finalize hiring paperwork.
[Make an Appointment](#)
 - The student will need to bring their Passport, I-20, I-94, and Social Security Card receipt.
 - The student will also need to provide either a voided check or a document from their bank that has their routing and account numbers on it.
7. Once paperwork has been completed, the student will receive clearance card from HR to give to supervisor.
8. Once the student receives the original Social Security Card, they must schedule an appointment with Moriah Rouse in HR to show the original card. [Make an Appointment](#)
9. If the student has not worked for the university in over a year, they will need to complete the above mentioned paperwork. If it has been less than one year since they worked for the university, HR will need to review their documents and additional information may be needed.

Reminders for hiring a wage student employee:

- Students cannot work more than 20 hours per week, which includes breaks and summer. If the student is working more than one job, collectively their hours cannot exceed 20.
- Departments only pay worker's compensation percent of fringes on student employees, as they are exempt from FICA taxes based on full time enrollment.
- During the fall and spring semester, all student employees must be enrolled in classes for 12 or more hours in order to be employed on campus.
- All paperwork that is received late will affect the student's start date.–Students are paid biweekly. [Biweekly Pay Date Calendar](#)
- Student earnings are charged to the wage line of the budget.–Students are not eligible for unemployment compensation.