SUPERVISOR AND STUDENT FORMS TO COMPLETE TOGETHER:

Supervisor retain copies for your files before submitting to student employment

I. Click the link to the New Hire Checklist for the desired program and complete the checklist as you complete and print each of the forms.

II. Supervisor and student complete the hire slip for the correct program:
   A. Click here for the Department Funding Hire Slip or FWS Hire Slip.
      1. Link to information about Department Funded Employment. International students fall under this category. Additional forms may be required for international students.
      2. Link to information regarding Federal Work Study.
      3. Link to information about the Calworks Work Study Program and What is Calworks?

III. Click here for the Terms and Conditions for Student Employment Form

IV. Click here for the Employee Information Form

STUDENT FORMS TO COMPLETE:
Continue using the New Hire Checklist. Students have the option to bring the forms they completed with the supervisor to the Student Employment Office to complete the remaining forms in the event they have questions

I. 2015 W-4 - Do not make any mistakes or use white-out
II. EDD Form DE-4 - International student requirement only
III. Form I-9
IV. FERPA Form
V. Designation of Beneficiary Form
VI. Direct Deposit Form and Instructions – Optional
VII. Attach 3 copies of the student’s picture ID and SIGNED SSN card
   A. International Students – Please see special instructions for documents to attach on the International Student New Hire Checklist.
VIII. Attach 1 copy of any other documents if required depending upon the position such as TB test, Food Handler Certification Card, life guard certification, first aid certification etc. See checklist for departments that have these requirements.

Please contact Heather Yates in Student Employment Services at (951)222-8291 if you have any questions.