Norco College
Student Employment

New Hire Checklist and Instructions – District/Special Grants (Non-Federal Work Study)

***FOR EMPLOYEES***

Student ID Number: ____________________________

Student: Last Name: ____________________________  First Name: ____________________________

Dept/Site: ______________________________________

EMPLOYEES MAY NOT WORK UNTIL THEIR SUPERVISORS HAVE RECEIVED APPROVAL IN WRITING BY STUDENT EMPLOYMENT

Employee
Initials

Complete, sign and date the Employee Information Form.

W-4 Form (P.O. Boxes cannot be used for an address on this form. Street addresses only.)
  □ Your name on line 1 should match your name on your social security card
  □ Cannot have mistakes or use white-out. If mistakes are made, you must start over with a new form.

Complete and sign the I-9 form (establishes work eligibility)

Include 3 separate copies of your social security card (card must be signed before submitting)

Include 1 separate copy of a current photo ID (international students see below)

TB test results (Early Childhood Education, Food Services and Upward Bound Only)

Current Food handler’s certification card (Food Services Only)

Current lifeguard and CPR/first aid certification (Pool lifeguards ONLY)

Sign and date the Terms and Conditions form

Sign and date the FERPA Agreement

Designation of Beneficiary Form
  □ Make sure you provide your designated beneficiary’s social security number OR photo ID number. Both are not required
  □ Make sure you provide designated beneficiary’s FULL mailing address
  □ Make sure you sign and date the form at the bottom.
  □ Witnesses cannot be related to the employee or beneficiary (Must provide 2)

Direct deposit form should be complete with voided check or statement attached (DIRECT DEPOSIT IS RECOMMENDED)

If you have applied for financial aid for 2012-2013 (FAFSA Application) you may be eligible for Federal Work Study (FWS). If eligible, we can add FWS to your position automatically with this paperwork if funding is available. To determine eligibility you will need to make sure you complete your financial aid file with Student Financial Services before submitting this paperwork.

Complete the “District Hire Slip” with your supervisor and submit the forms above along with the hire slip to Student Employment for processing.
New Hire Checklist and Instructions – District/Special Grants (Non-Federal Work Study)

***FOR EMPLOYEES***

STUDENTS MAY NOT WORK UNTIL WRITTEN AUTHORIZATION HAS BEEN GIVEN IN WRITING TO THE SUPERVISOR.