

Student Employment Policy Houghton College Payroll Department

Purpose: To establish guidelines and procedures for Student Employment in order to comply with Federal and State regulations.

- 1) Students must have a valid Student Employment Card issued by the payroll office before they can begin work. Once issued, a Student Employment Card is valid for work in multiple departments.
- 2) Procedure for obtaining a Student Employment Card (SEC):
 - i) The payroll office must receive notification from an approved Student Employment Supervisor that the student has been made an employment offer and should be issued a SEC. Notification forms are available in the Student Payroll Office.
 - ii) Students must bring the following items to the Payroll Office in order to receive their SEC: (please refer to I-9 form for complete list of acceptable documents)
 - (a) Valid photo ID such as a current drivers license, unexpired college ID card, etc; AND Social Security Card or birth certificate (Original or certified copy required – no copies, faxes, duplications will be accepted); OR
 - (b) One acceptable Employment Eligibility Document such as:
 1. Passport
 2. Certificate of US Citizenship
 3. Certificate of Naturalization
 4. Permanent Resident Card or Alien Registration Receipt Card
 5. Unexpired Employment Authorization Card
 6. Unexpired Temporary Resident Card
 - iii) All student workers must complete and have on file in the Payroll office the following:
 - (a) Form W-4 for Federal Tax Withholding
 - (b) Form I-9 for Immigration and Naturalization Service Employment Eligibility Verification.
- 3) International Students should contact the Intercultural Affairs Office to be certain all other required paperwork is completed.
- 4) **Under no circumstances is a student allowed to begin work until they have received their Student Employment Card.**
- 5) A student's hours worked will not be processed by payroll without a completed timecard. Time cards submitted after the deadline will not be processed until the next scheduled payroll.
- 6) It is the student's responsibility to submit the hours worked to their supervisor for approval. The supervisor will determine who should submit the approved timecard to the Payroll Office.
- 7) Timecards should be reviewed and signed by both the student and supervisor to ensure accuracy.
- 8) Changes to your personal information (such as name, address, etc.) must be reported to the Payroll Office as soon as possible.
- 9) The college provides and prefers the option of having your paycheck directly deposited into the bank account of your choice. Direct Deposit forms can be picked up in the Student Payroll Office or are available on the Student Payroll Office website <http://campus.houghton.edu/orgs/studentpayroll/>

If you have any questions, please contact the Student Payroll Office.