As we slide into the winter break, we would like to remind you of the steps necessary to becoming a new student employee as well as the required steps for returning student workers.

**STEP 1 – Required Documents**

NEW STUDENT EMPLOYEE:

Students interested in working on campus for the first time will need to complete all of the necessary employment forms ("W-4, "I-9, & "Work Paper) before they can begin their employment. Please remember to bring the appropriate forms of identification with you upon returning to FPU for Spring Semester. *See pg. 2 for more document information.*

RETURNING STUDENT EMPLOYEE:

Since you have already completed the above paperwork, you will only need to complete a new work paper if:

- Your Fall 2011 work paper was approved only through 12/31/2011.
- You are starting a new job for the Spring Semester.

**STEP 2 – Finding Employment**

FOR POSITION OPENINGS, PLEASE VISIT:

[http://eraven.franklinpierce.edu/s/dept/hr/Job_Opportunities/Student%20Employment.htm](http://eraven.franklinpierce.edu/s/dept/hr/Job_Opportunities/Student%20Employment.htm)

You may also apply in person by dropping in to specific department offices.

**STEP 3 – Return Signed Work Paper to HR**

Your new supervisor will sign your work paper once you have found a job. Return the work paper to the Human Resources and you are now ready to work!
Completing your I-9

• The I-9 form is used to verify that an individual is eligible to work in the United States. If you are working on campus for the first time, you must complete a Federal I-9 Form to verify employment eligibility.

• The I-9 is completed by you and a Human Resources representative in Lower DiGregorio. This may be done at any time during the Winter Break or when you return in January. The sooner this is done, the sooner you may begin to search for jobs!

• Please bring the following ORIGINAL & UNEXPIRED documents from LIST A only OR (1) item from LIST B & (1) item from LIST C below:

  List A • PASSPORT

  Establishes Identity & Employment Authorization

  List B • DRIVER’S LICENSE

  • FEDERAL OR STATE ISSUED ID

  Establishes Identity

  List C • BIRTH CERTIFICATE WITH SEAL

  • SOCIAL SECURITY CARD

  • US CITIZEN ID CARD

  Establishes Employment Authorization

• To read the complete list of acceptable forms of identification please visit http://www.uscis.gov/files/form/i-9.pdf Please understand, you are NOT allowed to work on campus until you have completed this form and have supplied original documents to Human Resources.

Completing your W-4

• To complete your W-4 you will follow the directions as stated on the W-4 form. We are not legally allowed to give advice on your taxing status so you may wish to ask a friend or family member for assistance.

Completing your Direct Deposit (for paychecks) - optional

• Franklin Pierce can deposit all student employment earnings directly into your bank account. You will need a blank voided check or your savings account information to set this up with the Human Resources Office.

Completing your Work Paper

• The Human Resources Office will issue you a work paper once you have turned in a completed I-9, with proper identification, and a W-4. You may not work without a work paper. You will need to take the work paper to your new supervisor who will complete and sign the bottom portion. You will need to return the work paper to HR to be entered into the payroll system.

Please contact the Human Resources Department at (603) 899-4075 or by email at hrdept@franklinpierce.edu if you have questions about student employment.