WELCOME TO FRANKLIN PIERCE UNIVERSITY!

As you begin this exciting adventure at Franklin Pierce University, you may have questions about student employment. Some questions may include: Where can I work? How do I find a job? What am I required to do? How do I get paid?

STEP 1 – Required Documents
Students interested in working on campus and Work Study recipients will need to complete all of the necessary employment forms (*W-4, *I-9, & *Work Paper) before they can begin their employment. *See page 2 for more document information.

STEP 2 – New Student Orientation
All new students will be attending the New Student Orientation at the start of the semester. The Office of Human Resources will give an in depth presentation during the orientation sessions. Human Resources Representatives will also be available to receive documents and answer questions.

STEP 3 – Finding Employment
Supervisors will begin listing their position openings on the University web site, eRaven at http://eraven.franklinpierce.edu/s/dept/finaid/index.htm in late summer.

STEP 4 – Work Paper Returned 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!
Beat the employment rush & start your job search early!!!!!!!!

The Office of Human Resources will be available during STEP Day to help you complete these documents.

8:00 am – 9:55 am at the Library Courtyard
10:00 am – 10:30 am during Session A in Pierce Hall
10:40 am – 11:10 am during Session B in Pierce Hall
8:00 am – 9:55 am at the Library Courtyard

Please see the list of ORIGINAL ID's below. You will not be able to complete employment paperwork on STEP DAY without these.

**LIST A**
- PASSPORT

**LIST B**
- DRIVER’S LICENSE
- FEDERAL OR STATE ISSUED ID

**LIST C**
- BIRTH CERTIFICATE WITH SEAL
- SOCIAL SECURITY CARD
- US CITIZEN ID CARD

Establishes Identity & Employment Authorization
Establishes Identity
Establishes Employment Authorization

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.

On STEP DAY please bring the following ORIGINAL & UNEXPIRED documents from LIST A only OR (1) item from LIST B & (1) item from LIST C:

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)
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.

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