TIPS FOR COMPLETING STUDENT EMPLOYMENT PAPERWORK

Please complete the required forms for any new hire or re-hire/separated (terminated) students, attach supporting documents and forward to the appropriate office**.**

Forms that are not completed correctly will be sent back for corrections.
Work-study – Work-study Office, 203 Martin Hall
Students– Department of Human Resources, 356 Foy Hall

Biweekly-Paid Student/Part-time Employee Authorization Form Use current version of this form, available on the Human Resources webpage: http://www.auburn.edu/administration/human_resources/forms/newhire.pdf *Must be completed for all New Hire and Re-Hire/Separated (terminated) students

- **Name**: as it appears on the Social Security Card.
- **Home Organization**: the 6 digit organization number assigned by Finance.
- **Home Department:** name of department
- **Check Distribution**: an alpha/numeric code where the check advice will be sent. This code will always begin with the letters HR, followed by 3 numbers.
- **District/Division**: a 3 digit number for the division this department reports to.
- **Location ID**: a 6 digit number to show the location of the job. This is used for mail outs.
- **Begin date**: the date the job begins. ***PLEASE NOTE:** the Begin Date on this form MUST match the date the preparer lists in Section 2 (CERTIFICATION) on the I-9 Employment Eligibility Verification Form.
- **End date**: the date the job is expected to end.
- **Position number**: the departmental position the employee is assigned to. This code will always begin with two letters (for example: ST, WA, etc.)
- **Suffix**: a 2 digit number identifying the specific position to which the student is assigned.
- **Title**: the title given the employee if different from the position title.
- **FTE:** Percent of time of the appointment
- **Hourly rate:** rate the employee is to be paid per hour
- **Estimated Hours of Pay**: Maximum number of hours the employee is expected to work during the bi-weekly pay period. Note: Number of hours listed must match the FTE.
- **Supervisor ID:** Banner ID of the student employee's direct supervisor
- **Comments**: any additional information necessary to the reason for the appointment.
- **Approval signatures**: ***TWO signatures from the following list are required*** *Preparer, Hiring Department, Student Employee's Supervisor, Department Head, Director, Dean and/or Vice President*
- **Date Prepared**: the date the form was prepared.
- **Prepared by**: the name of the person who prepared the form.
- **Phone number**: the number where the person who prepared the form can be reached.
- **Notify EPAF Approval GID**: Global ID of the person to receive the FYI notification that the EPAF has been applied to the system. Ex: mouseml

Form I-9, Employment Eligibility Verification – Required for New Hire and Re-Hire/Separated (terminated) students. Must use the current version of this form which is available on the Human Resources webpage at:http://www.auburn.edu/administration/human_resources/forms/i9.pdf

- Use a blue or black ink pen to complete the form. The forms are scanned for electronic storage purposes; only blue or black ink is legible once scanned. *Please do not use highlighter as it distorts the image of the form when it is scanned*.
- If an error is made, the person making the error should cross through the incorrect information; enter the correct information; then initial and date. No white out or correction tape can be used on the form.
- All dates should be written in mm/dd/yyyy format. For example: January 23, 1950 should be written as 01/23/1950.

Section 1. Employee Information and Verification *(Completed by employee)*

- **Section 1 must be completed on or before the first day of employment.**
- A physical address must be provided. The address may not be a post office box or a university departmental address. Campus addresses can be used by students if they are living in student housing.
- A common mistake made by employees is to use the current year when entering their date of birth rather than their birth year. Double-check this entry.
- Foreign national employees not yet having a Social Security # may leave this field blank. However, they must apply for a Social Security # after they have been in the country for ten days. They must bring the original application receipt to Human Resources at that time, and they must bring the actual Social Security card to Human Resources upon receipt.
- The employee must check one of the four boxes in this section. If additional documentation is required, the employee must present this documentation on or before the first day of employment.
- Another common mistake is for employees to enter their date of birth in this field rather than the date they are completing the form. Double-check this entry.
- If you must provide assistance to the person completing the form (ex: person has limited reading/ comprehension skills and you have filled in the information based upon their responses), then you must complete the Preparer and/or Translator Certification. The address must be a physical address, not just Auburn University (example: 332 Foy Hall/Auburn University; Auburn, AL 36849). **The date must be on or before the first day of employment.**

Section 2. Employer Review and Verification *(Completed by employer)*

- **Enter employee's name on top of page 2 in case the two pages become separated.**
- The employee must provide either one document from List A; or one document from List B **and** one document from List C.
- Do **not** tell the employee what documents they are to bring. This is strictly prohibited. Provide them the LISTS OF ACCEPTABLE DOCUMENTS provided with the Form I-9 from which they may choose.
- Complete each field with the information required: **Document title:; Issuing authority; Document #; Expiration Date** *(if no expiration date, enter N/A)* Each of these four items of information are required for each document recorded.
- All documents must be valid (unexpired) at the time recorded **and** on the date of employment.

**Special Note: Because AU is an E-Verify employer, any List B document must contain a photograph. Also, note special instructions regarding restricted Social Security cards in List C.

- **CERTIFICATION:** Ensure that date entered is date of employment, not the date you are entering the information.
- The Form I-9 must be signed by the Employer Representative *who actually completed the documentation section and saw the original documents.* All fields must be completed, including the physical address, not just Auburn University (example: 332 Foy Hall/Auburn University; Auburn, AL 36849). **Section 2 must be completed by or before the third day of employment and within 3 days of the date that the student signed.**
- Attach copy of the documents presented by the employee to the I-9. Photocopied images must be clear enough to verify that the information recorded on the I-9 is accurate.
- Form I-9 along with other required documents must be delivered to Human Resources by the close of business on the third day of employment; *however, it is preferred that all forms be delivered on or before the first day to ensure timely entry into all University systems as well as time for review and correction of documents if required.* Employees on whom documentation has not been submitted by the fourth day will be paid for their first three days of employment, **but will be terminated on the fourth day in accordance with federal law.**

Section 3. Updating and Reverification

- Contact Cathy Clark in Human Resources – (334)844-4145 – for specific instructions on completing this section.

HELPFUL LINKS

- **HR Hiring Paperwork Forms**: http://www.auburn.edu/administration/human_resources/forms/index.html
- **Auburn University Career Center On-Campus Student Supervisor's Handbook:** http://www.auburn.edu/academic/provost/undergrad_studies/career/employers/studentemployment/