

# Hiring Process for an F-1/J-1 Student New Employee:

1. An Offer is made to the potential student employee.
2. The hiring department completes the On-Campus Employer Statement/DSO Certification Form which can be obtained from the ISSS office.
3. The hiring department completes a Personnel Action Form (PAF) to hire the student. The PAF is given to the student employee to bring with them to their International Paperwork Appointment. [Make an Appointment](#)
  - The student will need to bring their Passport, I-20, I-94, and Social Security Card receipt.
  - The student will also need to provide either a voided check or a document from their bank that has their routing and account numbers on it.
4. Student will take the On-Campus Employer Statement/DSO Certification Form to the ISSS office
5. Once the paperwork has been completed, the student will receive a clearance card from HR to give to their supervisor letting them know they are cleared to begin work.
6. ISSS will assist the student with the application for a Social Security Card.
7. The student employee will receive a paper paycheck available for pick up each pay period at Human Resources until the employee has received their Social Security card and completed their hiring paperwork. Once the employee receives their SSN, they should schedule an International Paperwork appointment with HR and bring their SSN with them. [Make an Appointment](#). At this stage, their direct deposit will be activated.
8. If the student has not worked for the university in over a year, they will need to complete the above-mentioned paperwork. If it has been less than one year since they worked for the university, HR will need to review their documents and additional information may be needed.

## Reminders for hiring a wage student employee:

- Students cannot work more than 20 hours per week, which includes breaks and summer. If the student is working more than one job, collectively their hours cannot exceed 20.
- Departments only pay worker's compensation percentage of fringe on student employees, as they are exempt from FICA taxes based on full-time enrollment.
- During the fall and spring semesters, all student employees must be enrolled in classes for 12 or more hours to be employed on campus.
- All paperwork that is received late will affect the student's start date.
- Students are paid biweekly.
- Student earnings are charged to the wage line of the budget.
- Students are not eligible for unemployment compensation.