



Employment Form for Hourly/Student Employees

EMPLOYEE NAME (Print): _____ **SID/SSN:** _____

EMERGENCY CONTACT NAME (Print): _____ **PHONE #:** _____

Hiring Documents: **Completed by New Hire & Department**

Employment Form for Hourly Employees
 W-4 Employee Withholding Allowance Form
 Copy of Social Security Card
 I-9 Employment Eligibility Verification
 Retirement Status Worksheet

Information for Federal & State Reporting
 Electronic Funds Transfer (*direct deposit of salary*)
 Substantial Presence Test (*non-residents only*)
 Personnel Action (PA) Form

Employee Acknowledgement: **Completed by New Hire**

I understand that I am being employed by Shoreline Community College as either a) a non-permanent employee, or b) a student employee scheduled on an hourly basis. I understand that this employment may be subject to membership under the Collective Bargaining Agreement that exists with the Washington Federation of State Employees for employees who work more than 350 hours within 12 consecutive months. I further understand that this position does not provide assurance of continued employment and that eligibility for benefits may only be established as provided by Washington State law.

SIGNATURE: _____ **DATE:** _____

NOTE: Washington State guidelines limit hourly employees to working no more than defined levels of non-permanent employment. It is the practice at Shoreline Community College that hourly/student employees will work no more than 69 hours per month on a regular basis. Supervisors are responsible for scheduling and monitoring work hours within these guidelines; however it is advisable that the employee monitor their total number hours worked as well.

Employee Verification: **Completed by Department**

The individual listed above has been determined qualified to fill the student/hourly position indicated on the attached Employment Form.

_____ SUPERVISOR NAME	_____ SIGNATURE	_____ DATE
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I verify that the individual listed above has presented documents establishing their identity and confirming their intent to work as a new employee of the College.

_____ VERIFIER NAME	_____ SIGNATURE	_____ DATE
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Permanent Residents, Alien Employees, & International Students: **Completed by New Hire**

Under federal law, all employees must provide proof of eligibility to work in the U.S. within three days of hire (see the back of the I-9 form for list of acceptable documents). Additionally, **all non-resident employees are required complete the "substantial presence test" form** which is used to determine eligibility for tax purposes.

Permanent Residents: Check "lawful permanent resident" box on I-9 form and provide Alien number

Alien Authorized to Work: Check "alien authorized to work" box on I-9 form and provide Alien number and work authorization end date

International Students: Show proof of eligibility to work in the U.S. to the International Programs Office, PUB Bldg 900 Room 9303

International Programs Office Use Only:	F1 Status:	I-20 Expiration Date:
	Verified By:	Date Verified: