

INSTRUCTIONS FOR COMPLETING FORMS FOR STUDENT EMPLOYMENT

General, Federal, Special and Other Source of Funds

REQUIRED DOCUMENTS:

- [Responsibilities of all Student Employees](#)
- [Leeward CC Job Classification Form](#)
- [Student Personnel Record](#)
- [Student Emergency Contact Information](#)
- [Leeward CC Student Employment Work Agreement Form](#)
- [Form SSA-1945 – Employment in a Job Not Covered by Social Security](#)
- Copy of Social Security Card
- Copy of TB Clearance Certification
- [Employment Eligibility Verification](#) (I-9 Form)
- [General Confidentiality Notice](#) (UH Form 92) (log in with UH Username and password)
- [Direct Deposit via HIP](#) (form will be accessible no earlier than the second day of official appointment)
- [Employee's Designation of Beneficiary](#) (D-90) via HIP (form will be accessible no earlier than the second day of official appointment)
- [Federal Tax Form](#) (W-4) via HIP (form will be accessible no earlier than the second day of official appointment)
- [State Tax Form](#) (HW-4) via HIP (form will be accessible no earlier than the second day of official appointment)
- Copy of Federal Work Study Award Letter (if applicable)
- Copy of Bridge to Hope Award Letter (if applicable)

If the student will begin or continue to work during summer, the following forms are required:

- [Summer FICA Exemption Questionnaire](#)
- [PTS Deferred Compensation Application](#)
- [PTS Deferred Compensation Booklet](#) (informational only)

Upon completion, all of the applicable documents above must be forwarded together to the Human Resources Office. Documents will be reviewed for completeness and compliance and routed for approvals. The supervisor will establish the payroll record in the Student Employment on-line system. Start date must be at least 2 weeks from submittal of forms.

Student shall NOT work until approval of start date is approved by Leeward CC HRO.