

Kapi'olani Community College
Human Resources
Student Employment Checklist**

Student Name:

Department :

Supervisor:

Use an "x" to indicate that the forms are attached. ALL forms for each employment category are required unless indicated otherwise.	Regular Student Payroll #FF3	Federal Work Study (FWS) Student Payroll #FF1	International Student on F-1 Visa Payroll #FF3
<u>W4, Federal Tax Withholding</u>			
<u>HW-4, State Tax Withholding - Print on YELLOW Paper</u>			
<u>I-9, Employment Eligibility Verification*</u> *Log into SECE to complete page 1 of the I-9 in Documents and Forms <u>I-9 Instructions</u>			
<u>2-Job Memo (If Applicable)</u>			
<u>General Confidentiality Agreement</u>			
<u>D-60, Salary Assign/Cancel - State of Hawai'i, Bank Assignment for net wages</u>			
Copy of Social Security Card			
Signed Federal Work Study Program Policy	N/A		N/A
Copy of Passport Page with Picture	N/A	N/A	
Copy of Front and Back of I-20 Form	N/A	N/A	
<u>Copy of I-94 Number</u>	N/A	N/A	
Application to Accept On-Campus Employment for F-1	N/A	N/A	

NOTES:

Students should bring the completed checklist to HR along with their documents for the I-9 verification only AFTER the department has completed the Student Employment Work Agreement (SEWA)