

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

Student Name:

Department :

Supervisor:

\*\*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)\*\*

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
<a href="#"><u>W4, Federal Tax Withholding</u></a>			
<a href="#"><u>HW-4, State Tax Withholding - Print on YELLOW Paper</u></a>			
<a href="#"><u>I-9, Employment Eligibility Verification*</u></a> *Log into SECE to complete page 1 <a href="#"><u>I-9 Instructions</u></a>			
<a href="#"><u>2-Job Memo (If Applicable)</u></a>			
<a href="#"><u>General Confidentiality Agreement</u></a>			
<a href="#"><u>Title IX Training by Campus Clarity</u></a> *Print Certificate and include with packet			
<a href="#"><u>D-60, Salary Assign/Cancel - State of Hawai'i, Bank Assignment for net wages</u></a>			
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	
<a href="#"><u>Copy of I-94 Number</u></a>	N/A	N/A	
Application to Accept On-Campus Employment for F-1	N/A	N/A	

NOTES: