

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
<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 <u>I-9 Instructions</u>			
<u>2-Job Memo (If Applicable)</u>			
<u>General Confidentiality Agreement</u>			
<u>Title IX Training by Campus Clarity</u> *Print Certificate and include with packet			
<u>D-60, Salary Assign/Cancel - State of Hawai'i, Bank Assignment for net wages</u>			
Copy of Social Security Card			N/A
Signed Federal Work Study Program Policy	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: