

## ***Student Employment Steps – Students***

Step 1 - Find an on-campus job by going to departments directly or by visiting our online job portal, Sierra Job Link: [www.collegecentral.com/sierracollege](http://www.collegecentral.com/sierracollege).

Step 2 - Once hired, you and your Supervisor will complete the “**Student Employee Referral Slip**”. Take this form to the Financial Aid office for the following required employment documentation:

- LiveScan form:** Take this form to Security Services for fingerprinting. Fingerprinting done at an outside agency is not free and may result in a delay in the process. Results will be sent to the Financial Aid office, you do not need to pick-up the results.
- DE-4 form:** The State Withholding Allowance Certificate determines CA state income taxes to be withheld from your paycheck.
- W-4 form:** The Federal Withholding Allowance Certificate determines the federal income taxes to be withheld from your paycheck.
- I-9 form:** The IRS Employment Eligibility form verifies your identity and eligibility to work in the United States. This form must be accompanied by acceptable documents listed on page 5.
- Payroll Check/Stub Disbursement Form:** Should you choose to have a paper check issued (rather than Direct Deposit), this form tells Sierra College at which campus you would like to pick up your check. We do not mail checks. Check stubs are obtainable through MySierra.
- Authorization Agreement for Direct Deposit of Payroll Check:** This form will enroll you in Direct Deposit so that your payroll checks will be deposited in your bank account.
- Student Employee Rights and Responsibilities handbook:** This is your employee handbook, for your reference.

*Federal Work Study Students* must also complete/submit:

- Financial Aid Federal Work Study form**

*International Students* must also complete/submit:

- On Campus Work Letter** from the International Students Office
- I-94 or I-20 form**
- Visa** (not required, but very helpful)

Step 3 - Once all required documents are completed, submit them to the Financial Aid office. When your LiveScan has also cleared, Financial Aid staff will give you a **District Student Help Clearance Form**. Complete part 1 and take to your supervisor who will complete the rest and return it to Financial Aid.

Step 4 - The Financial Aid office will issue you a **Student Employee ID badge**. Coordinate your start date and schedule with your supervisor. Congratulations on your new job!