

INSTRUCTIONS FOR COMPLETING HUMAN RESOURCES FORMS FOR STUDENT WORKERS

(03 and 04 Workers)

Employment Eligibility Verification (Form I-9)

1. The student should complete Section 1 completely.
2. The department is to complete Section 2 completely. The document name, number, and expiration date, if applicable, should be written by the supervisor on the I-9 form under the List B and List C headings. A complete list of acceptable documents is on Page 3 of the I-9 form.
3. Copies of documents used from List A, B or C must be attached.
4. Both the student and the supervisor must sign the I-9 form.

(This form is required by the Federal Government)

Federal Employee's Withholding Allowance Certificate (Form W-4)

1. Only the bottom half of this form must be completed by the student.
2. Be sure to sign and date your W-4.

(This form is required by the Federal Government)

State of Louisiana Withholding Certificate (Form L-4)

1. Only the bottom half of this form must be completed by the student.
2. Be sure to sign and date your L-4.

(This form is required by the Federal Government)

State of Louisiana Drug-Free Workplace Policy

1. Sign and date to indicate you understand the drug-free policy.
2. A copy of the policy is provided for you.

Recoupment of Overpayments Policy

1. Sign and date to indicate you understand the recoupment of overpayments policy.
2. A copy of the policy is provided for you.

Student Worker (03 State) Request

03 Student Worker Request Form:

1. Supervisors choose the appropriate semester the students will be working for the current academic year. **Example: If the student will be employed Fall 2015 and Spring 2016. The supervisor will check Fall & Spring on the (03 State) Request. A new form will not be needed for the Spring. If the student will only work in the Fall. The supervisor should check Fall Only.**
2. Supervisor print, sign and date to indicate you understand the requirements for hiring a student employee referred in the Student Employment Manual.
3. Student sign and date to indicate you understand the requirements referred in the Student Employment Manual.

Federal Work Study Authorization Form (FWS):

1. This form is obtained from the Financial Aid Office and must have approval signatures