

Helpful Information Regarding Processing Student Employment Paperwork

For all student employment processing:

- All students must be paid on an hourly basis at a rate of no less than minimum wage (\$7.25/hour).
- Students may not be paid a lump sum amount without prior approval from Human Resources.
- Make sure that the Student Payment Agreement form is completed entirely and that all required signatures are obtained. Incomplete paperwork will be returned to the hiring department and may result in delayed processing.
- **NEW** - If a student is employed through the Federal Work-Study Program, a copy of the Work-Study Approval Form, the Work-Study Payment Agreement and all other employment documentation must be submitted to the Office of Financial Aid five (5) days before the student begins work. The student may obtain his/her Work-Study Approval Form from the Office of Financial Aid.
- **BEFORE SUBMITTING ANY PAPERWORK TO HR, THE I-9 ONLINE INQUIRY DATABASE SHOULD BE CONSULTED TO DETERMINE IF**
 - **A NEW I-9 IS REQUIRED,**
 - **IF A REVERIFICATION AS A RE-HIRE IS REQUIRED,**
 - **AND/OR IF E-VERIFY IS REQUIRED.**

The I-9 Online Inquiry Database may be accessed via the HR website (www.winthrop.edu/hr) under the “I-9/E-Verify” tab.

- If a new I-9 form is required (access the I-9 form via the HR website, www.winthrop.edu/hr under the “forms” tab), **Section 1 of the I-9 form must be completed and signed by the student employee on or before the first day of employment; Section 2 of the form must be signed by the hiring department no later than the third day of employment. Failure to obtain the proper signatures in the required timeframe may result in significant monetary fines and sanctions to the University.** The I-9 form must be received in Human Resources before payment can be processed.
- If a reverification as a re-hire is required, the Winthrop representative should access a blank I-9 form via the HR website (www.winthrop.edu/hr) under the “forms” tab. The Winthrop representative should enter the student’s name in Section 1 of the form, enter the re-hire date in Section 3 of the form and sign and date in Section 3. The student is not required to sign the form for reverifications.
- The completed and signed W-4 (http://www.winthrop.edu/uploadedFiles/hr/Forms/IRS_W4.pdf) form must be attached to the Student Payment Agreement in order to process payment.
- If it is a department’s practice is to maintain a copy of the documentation, the copy should be made before forwarding the original to Human Resources. A copy of the Student Payment Agreement should also be given to the student.

For international students:

- All of the documentation discussed in the section above is also required for international student employment processing.
- If after consulting the I-9 Online Inquiry Database, it is determined that the international student needs a new I-9 form and/or E-Verify, the Pre-employment Information for International Student Hire form (found on the HR website, www.winthrop.edu/hr under the “I-9/E-Verify tab) must be completed. The international student must personally take this form to the International Center for completion. The International Center will, along with the student, complete the I-9 form and E-Verify (if necessary). The student will be given a copy of the completed I-9 form and verification that the E-Verify query was completed and instructed to deliver them to the hiring department. The hiring department may at that time complete the Student Payment Agreement and forward the paperwork to Human Resources.
- In addition, international students must have been issued a Social Security Number from the Social Security Administration before they will be allowed to begin work. The SSN must be listed on the Student Payment Agreement and registered with Records and Registration before payment can be processed.
- If the student is a non resident alien for tax purposes, instructions for completing the W-4 form can be found at http://www.winthrop.edu/uploadedFiles/hr/Forms/IRS_1392_Instructions.pdf.
- In order for international students to report “exempt” status (exempt from tax withholdings) on the W-4 form due to a tax treaty with another country, the student must first contact Martin McDonald in Winthrop’s Accounting department, 21 Tillman Hall. The student must also complete form 8233 (http://www.winthrop.edu/uploadedFiles/hr/Forms/IRS_8233.pdf). Instructions for form 8233 can be found at http://www.winthrop.edu/uploadedFiles/hr/Forms/IRS_8233_Instructions.pdf. For questions regarding exempt filing status or to schedule an appointment, call Martin @ ext. 2241.