STUDENT EMPLOYMENT AUTHORIZATION
(THE FORM MUST BE COMPLETED BEFORE THE STUDENT MAY BEGIN WORKING)

Step 1.

To be completed by Student:

Name: _____________________________

Cell # or other phone #: _____________________

Check all that apply:  ☐ I currently work at NYCC in another department
☐ I have previously worked for NYCC
☐ I have never worked for NYCC (employment verification must be completed with Payroll office before you can begin working.)

Are you applying for a Work-study position?
   _____ Yes
   _____ No

Step 2.

To be completed by Supervisor

Department Name: ___________________________ Department Supervisor: ___________________________

Student Position: ___________________________

Supervisor Signature: ___________________________

*Completed form should be returned by student to Payroll (Admin. Bldg. Rm. 202).

Payroll Use Only

Student has completed form I-9 Employment Authorization Verification___________________________
(To be signed by Payroll or HR)

Work-study eligible?  Yes / No (please circle)

Student has been set up in ADP payroll system and provided registration instructions.

I-9 Verification, W-4, IT-2104 and DOL rate notice completed.