

## PAYROLL FORMS INSTRUCTION SHEET

All payroll packets must be completed and submitted to the SCCD Student Employment Office/Work Study, Sequoia Building – 105, prior to a student’s initial day of work. Packet information must be received by the 10<sup>th</sup>, in order for a student to be paid at the end of the same month.

**DIRECTIONS:** Check off each step as completed and return Instruction Sheet with forms.  
**Supervisor must provide copy of Student Employment Handbook (Version 5) to student worker. Available on-line at the SCCD Student Employment/Work Study website: [cos.edu/en-us/student-support/student-employment](http://cos.edu/en-us/student-support/student-employment)**

Student	Supervisor
<b>Student Demographic Survey</b>	
<input type="checkbox"/> Complete the top portion of the form *Tax forms are mailed to the address on file with the COS Admissions Office; please make sure to keep your mailing address current. You may do this by logging in to Banner Web and updating your personal information.	<input type="checkbox"/> Fill out the bottom section titled: “Supervisor”
<b>W-4 Form – Employee Withholding Allowance Certificate</b>	
<input type="checkbox"/> Complete Employee portion <input type="checkbox"/> Sign and date lines “Employees signature” and “Date”	
<b>I-9 Form - Employment Eligibility Verification</b>	
<input type="checkbox"/> Complete Section I. <input type="checkbox"/> Sign and date lines “Signature” and “Date” at the bottom of Section 1	<input type="checkbox"/> *Complete Section II. <input type="checkbox"/> Sign line titled “Signature of Employer or Authorized Representative” and list title
Business Organization is: College of the Sequoias, 915 S. Mooney Blvd., Visalia, CA 93277–2234	
<b>Note:</b> *Identification from either List A or from List B and List C must be written under the corresponding List. For details regarding proper identification from Lists A, B and C, turn to the back page of the I-9.	
<ol style="list-style-type: none"> <li>1. <b>Attach copies of identification corresponding to Lists A, B, or C on I-9.</b></li> <li>2. <b>Required by Payroll: An attached copy of the Social Security Card. Student’s name in the Banner system must match name on Social Security Card; otherwise, student must submit Name Change Form to Admissions Office.</b></li> </ol>	
<b>Oath of Office</b>	
<input type="checkbox"/> Print name at the top <input type="checkbox"/> Position: Student Worker District Name: Tulare County Schools <input type="checkbox"/> Print name in the oath paragraph <input type="checkbox"/> Sign line “Employee’s Signature”.	<input type="checkbox"/> Fill out bottom portion of the page with date, name and title.
<b>Notice of Exclusion from CalPERS Membership – [PERS-AESD-139 (9/99)]</b>	
<input type="checkbox"/> Complete 1 and 2. <input type="checkbox"/> Sign line, “Signature of Employee”	<input type="checkbox"/> Sign line, “Signature of Certifying Officer” with title and date at the bottom of the page
<b>Notice to Employee Labor Code section 2810.5 – Paid Sick Leave</b>	
<input type="checkbox"/> Print name “Print Name of Employee” <input type="checkbox"/> Sign and date lines “Signature of Employee” and “Date”, below signature.	<input type="checkbox"/> Print name “Print Name of Employer Representative” <input type="checkbox"/> Sign and date lines “Signature of Employer Representative” and “Date”, below signature.
<b>Student Employment Application</b>	
<input type="checkbox"/> Complete and sign. <input type="checkbox"/> Conviction Record Form	<input type="checkbox"/> Review for completeness.
<b>Student Worker Agreement</b>	
<input type="checkbox"/> Complete “Students” portion	<input type="checkbox"/> Complete Supervisor section in center of page <input type="checkbox"/> Optional: List wage information in “Optional Budget Information” section
<b>Student Employee Acknowledgment of Responsibility for Security and Confidentiality of Student Records</b>	
<input type="checkbox"/> Sign line, “Employee Signature”	<input type="checkbox"/> Sign line, “Supervisor’s Signature”.
<b>Child Abuse Reporting Form</b>	
<input type="checkbox"/> Read and sign *Keep Administrative Procedures and California Penal Code for future reference.	
<b>New Hire Pamphlet from Workers’ Compensation</b>	
<input type="checkbox"/> Read and keep for future reference.	