

**RECORD OF EMPLOYMENT**

Student Employment

Date: \_\_\_\_\_

To: Human Resources - Phone #: 468-6018 Fax #: 886-5670

Re: Student Employment    New Hire    Job Change    Returning Worker

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Please complete this form and have the student bring it to the Human Resources Department located in the Ferguson Social Science building Room #130. The Student will complete a W-4 and an I-9, and only then can he/she be added to the payroll. Work Study student workers must bring award letter. We will remove the posted Student Employment Vacancy form as soon as we receive this notice that you have filled the advertised vacancy.

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The student whose name appears below has been hired by the department/office of \_\_\_\_\_

for a  Regular Campus position or  Work Study position.

Name \_\_\_\_\_

SS# \_\_\_\_\_ Starting date \_\_\_\_\_

Supervisor \_\_\_\_\_

Previously Employment by A & M - Commerce    Yes     No

If Yes: Term \_\_\_\_\_ Department \_\_\_\_\_

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**FOR HUMAN RESOURCES USE ONLY**

W-4 Form	_____
I-9 Form	_____
WCI Notice	_____
Work Permit	_____
EDT	_____

**STUDENT EMPLOYMENT CHECKLIST**

Please complete the appropriate forms and bring them to Student Employment located in the Human Resources Department, Ferguson Social Science building Room #130. Remember to bring two forms of identification.

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**\*NEW HIRE:** If this is first time working at Texas A&M University-Commerce under the student employment program, please complete:

- Record of Employment**
- I-9 Form**
- W-4 Form**
- Workers' Compensation Insurance Notice**
- Selective service Registration Status (For all Males ages 18 – 25)**

**NOTE:**

Work Study Student Workers must receive a **Work Permit** from Student Employment before they can begin work.

International Student Worker must also complete a **Certification of VISA Status** form.

All Regular Campus and Work Study Student Workers must complete the **Employment Discrimination Training**.

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**\*\*JOB CHANGE:** If you are changing jobs from one department to another department, please complete **ONLY** the:

**Record of Employment**

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**\*\*RETURNING WORKER:** If you are returning to work in the same department you work in from the previous Fall/Spring and/or Summer I/Summer II semesters, please complete **ONLY** the:

**Record of Employment**

You do not need to complete the other forms if the other original forms are less than 3 years old, or if there has been less than a year break in service.

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