

Southside Virginia Community College

STUDENT ASSISTANT & TUTOR LETTER OF HIRE AUTHORIZATION

Hiring Sequence: Use the checklist as a guideline for completion of required documents. Submit this form with approval signature and completed documents to HR prior to the first week of employment.

Prior to Employee Hire:

Employee must submit: Signed and Dated Original Commonwealth of Virginia Application

Supervisor is required to:

- Review criminal history question on back of application to be sure it is answered.
- Review Selective Service question on back of state application and sign if applicant is a Male between the ages of 18 and 26 that is required to register for Selective Service BEFORE being employed. Attach proof—See website: www.sss.gov/must.htm
- Completed Reference Check form(s) are required. Must be conducted by supervisor.

On or before the first day of employment:

Employee must present to a Representative of the College, either supervisor, department representative or Human Resource representative:

- Section I of the I-9 Employment Eligibility Form Rev. 08/07/09 Complete & Dated and
- Original documents proving employment eligibility
- Signed Conditional Offer/Notification of Mailing; employee retains original, HR receives a copy

In Order to be set-up in the Payroll System, Employee Must also Provide:

- Signed Current Year Federal Tax Form W-4 and State Tax Form VA-4
- Payroll Deduction Authorization
- Signed Certificate of Receipt of the Summary of Alcohol & Drug Policy
- Signed Child Support Enforcement Form/Selective Service Form
- Signed Information Technology Employee Acceptable Use Agreement
- Completed Personal Data/Employee Emergency Contact Form
- Signed Authorization for Release of Information Form
- Mailing Authorization Release Form

Supervisor is required to:

- Complete Section 2 and Section 3 of the I-9 Employment Eligibility Verification Form (Be sure the I-9 is completed thoroughly, all field complete, date and sign.
NOTE: Completion is a federal legal requirement which carried penalties for non-compliance.
Go online and complete the Criminal Record Check Request - directions provided with the form & print form to forward to HR)
- Complete the Notice to New Student Assistant/Tutor Form; Orig. to Student, copy to HR
- Provide PowerTime instructions to new Employee. NOTE: Access will be granted only after New Hire paperwork is completed and submitted to HR
- Provide a Payline brochure
- Schedule for timesheet submission, pay periods and pay days, given to new Employee

EMPLOYEE'S LEGAL NAME: _____ **HIRE DATE:**

This memorandum hereby authorizes Student Assistant/Tutor employment for _____ in the position of _____ effective on ____/____/____. This employee will work a maximum of _____ hours per week. The approved hourly rate is _____.

FOR PAYROLL: REQUIRED TO BE COMPLETED BY DEPARTMENT

Please code payroll expenditures to the following budget code(s):

Dept Name/Description	AIS Code	Percentage of Pay
-----------------------	----------	-------------------

SUPERVISOR'S APPROVAL

DEAN'S/PROVOST'S APPROVAL