

Student Employment Work Authorization Card

Messiah College Student Employment / Payroll Office

Student Name: _____ ID#: _____

This document serves to notify that the following student employee has:

REQUIRED ITEMS (<i>Prior to Beginning Work</i>)	DATE
Been issued a valid Social Security Number <i>(exception for international students in application process)</i>	
<input type="checkbox"/> Completed I-9 Section 1 (required on day 1) OR—	
<input type="checkbox"/> Completed I-9 Sections 1 & 2 (required within 3 days)	
<input type="checkbox"/> Completed the HR Employment Forms Packet	
REQUIRED ITEMS (<i>Prior to First Payroll</i>)	DATE
<input type="checkbox"/> W-4 Employee Withholding Allowance	
<input type="checkbox"/> Residency Information Form	

The student may begin work on: _____

Work authorization is valid until: _____
(only if authorization expires):

Authorized Payroll Signature: _____

IMPORTANT NOTES

- All student employees will be presented with this eligibility verification card upon receipt and validation of required paperwork in the Payroll Office or an authorized representative from a hiring department. Work may not begin until this card is presented to the hiring supervisor.
- Departments must not continue to employ student workers after the third (work) day of employment if a verification card has not been presented by the student.