

# Student Employment Tracking Sheet

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

\_\_\_\_\_ Federal Work Study \_\_\_\_\_ Date Attended Orientation  
 \_\_\_\_\_ Student Assistant \_\_\_\_\_ Work Permit Verification  
 \_\_\_\_\_ Green Card Expiration Date

The student is applying for the \_\_\_\_\_ semester during the \_\_\_\_\_ academic year:

|                  |                      |                       |
|------------------|----------------------|-----------------------|
| <u>Semester:</u> | <u>Registration:</u> | <u>Award:</u>         |
| _____ Summer     | _____ Credits        | _____ Eligible Amount |
| _____ Fall       | _____ Credits        | _____ Eligible Amount |
| _____ Winter     | _____ Credits        | _____ Eligible Amount |
| _____ Spring     | _____ Credits        | _____ Eligible Amount |

Students must complete Section 1 of the I-9 by the first day of work and bring required documentation within 3 days.

|                     |  |
|---------------------|--|
| _____ Hire Date     | _____ Driver's License/State Identification Card |
| _____ W-4 Completed | _____ Social Security Card/Birth Certificate     |
| _____ I-9 Processed | _____ Other _____                                |

Referral Form: (Circle Corresponding Semester Codes: SU = Summer, SP = Spring, FA = Fall, WI = Winter)

| Semester    | Date | Department | Contact<br>Last Name | Job Title | Staff<br>Initials |
|-------------|------|------------|----------------------|-----------|-------------------|
| SU FA WI SP |      |            |                      |           |                   |
| SU FA WI SP |      |            |                      |           |                   |
| SU FA WI SP |      |            |                      |           |                   |
| SU FA WI SP |      |            |                      |           |                   |