

Student Employment Verification Policy

Policy/Procedure

Section 1. Purpose and Scope

Clark University believes that one component of a well-rounded educational experience for many students is to gain valuable career development and invaluable performance and behavioral modeling and expectations exposure by virtue of working in an on-campus job. This policy outlines how students, once they secure an opportunity, proceed with formalizing and beginning their campus employment experience.

Section 2. Definitions

A Domestic Student is defined as a U.S. citizen or a lawful permanent resident.

An International Student is defined as a student lawfully in the U.S. pursuant to a valid visa. An International Student might also be an undocumented student, commonly referred to as a Deferred Action for Childhood Arrivals (DACA) student who was, through no fault of their own, unlawfully brought to the U.S. as a child and has lived virtually their entire lives in the U.S.

Section 3. Procedures and Enforcement

Before starting a job, students need to obtain and/or complete the following:

- *I-9 Form (new employees)*
- *W-4 form*
- *M-4 form*
- *Direct Deposit Form*

Note that domestic student workers must not work more than 25 hours per week and international student workers no more than 20 hours per week (note that the 20-hour maximum is a U.S. immigrational regulation limitation for F-1/J-1 students). The reasoning is twofold:

- Student workers are students first and, as such, should place their academics before their on-campus employment opportunities
- Student workers begin to transition beyond part-time workers and into a more professionalized full-time capacity once they meet or exceed 30-hours per week. Due to the practical and legal implications of this transition, students are not permitted to work more than 29.5 hours in a given week.

Process for compensation/employment verification:

- **While it is possible to be hired without a Social Security Number, everyone must secure and present an SSN in order to remain an employed at Clark.**
- **Form I-9 (Required):** This is a three-step process. A student must complete the Form I-9 and accompanying documentation.
 - I-9 Student Form – this is to be completed by the student

- I-9 Section Two – this form is completed by the Financial Assistance Office (undergraduate students) or by the Payroll Office (graduate students) with the student present showing their original identifying documents
- Present original* documents from the List of Acceptable documents accessible from the Form I-9 portal. [HERE](#) is the list of acceptable documents.
- **W-4 (Required):** This tax form mandates how much in taxes Payroll should be withholding from each paycheck for federal taxes.
- **Form M-4 (Required):** This tax form mandates how much in taxes Payroll should be withholding from each paycheck for Massachusetts taxes. Even if your home state is not Massachusetts, you must complete this form.
- **Direct Deposit Authorization (Required):** This authorizes Clark University to deposit your paycheck directly into your bank account (checking or savings). A blank voided check or account and routing information from your bank is also required to validate your account.

Domestic Students:

Process for compensation:

- **While it is possible to be hired without a Social Security Number, everyone must secure and present an SSN in order to remain an employed at Clark (see below for details).**
- **Form I-9 (Required):** This is a three-step process. A student must complete the Form I-9 and accompanying documentation.
 - I-9 Student Form – this is to be completed by the student
 - I-9 Section Two – this form is completed by the Financial Assistance Office (for undergraduate students) or the Payroll Office (for graduate students) with the student present showing their original identifying documents
 - Present original* documents from the List of Acceptable documents accessible from the Form I-9 portal. Some of the most common options are:
 - Option 1: US Passport/Passport Card
 - Option 2: Picture ID (License or state ID) and Social Security Card
 - Option 3: Picture ID (License or state ID) and Birth Certificate
 - *Note: Federal Regulations prohibit the use of any reproductions of the original documents. Please contact HR@clarku.edu
- **W-4 (Required):** This tax form mandates how much in taxes Payroll should be withholding from each paycheck for federal taxes
- **Form M-4 (Required):** This tax form mandates how much in taxes Payroll should be withholding from each paycheck for Massachusetts taxes. Even if your home state is not Massachusetts, you must complete this form.
- **Direct Deposit Authorization (Required):** This authorizes Clark University to deposit your paycheck directly into your bank account (checking or savings).

International Students:

F-1/J-1 students are eligible to work on-campus while attending classes. The work does not need to be related to the student's field of study. Students must maintain legal F-1/J-1 status while engaging in on-campus employment. Students may work up to 20 hours per week while school is in session (working more than 20 hours may jeopardize their visa status) and up to 40 hours per week during periods when school is not in session. All students are allowed to work until Commencement or the last day of classes, depending on the department budget.

F-1/J-1 students are also eligible to work off-campus, with certain limitations. The work generally falls under two categories: curricular practical training or optional practical training. Please be advised that students found working illegally risk having their visa revoked. Therefore, it is important to consult with the International Students and Scholars Office (ISSO) to ensure eligibility to work either on- or off-campus before officially starting employment. Note that off-campus employment is only allowed in the following circumstances:

- **Curricular Practical Training:** Curricular Practical Training (CPT) is paid or unpaid employment, an internship or similar experience that trains a student in a field of study and fulfills academic credit or part of the student's degree requirement.
- **Optional Practical Training:** Optional Practical Training (OPT) is work authorization that will allow a student to work in areas that are related to their major for up to one year or as many as 3 years depending on the degree, either before or after graduation.

Process for compensation:

- **While it is possible to be hired without a Social Security Number, everyone must secure and present an SSN in order to remain an employed at Clark (see below for details).**
- A Social Security Number (SSN) is a nine-digit number issued for tax reasons by the U.S. Social Security Administration. Employers use Social Security Numbers to report salaries to the U.S. Government for tax purposes. Social Security Numbers are also used for a variety of other purposes, such as to check credit history.
- Students holding F-1 and J-1 status who are employed in the U.S. must apply for an SSN. An SSN is issued to track earnings over a worker's lifetime. In order to issue an SSN, the Social Security Administration (SSA) requires evidence that the student:
 - Is eligible to work in the U.S.
 - Is a full-time student
 - Has received a formal offer of on-campus employment, OR
 - Has been authorized for off-campus employment through CPT, OPT, or Academic Training.

Process to Apply for SSN:

- International students who need to apply for their SSN need to complete application form SS-5 which can be found on the SSA website (<https://www.ssa.gov/forms/>).
- The student should submit this application to SSA along with copies (not originals) of the following:
 - Passport
 - I-20
 - Employment letter
 - Letter from Clark stating they are a Clark student (To request the letter from the ISSO, submit a Letter Request on the [ISSO Portal](#) under "Immigration Requests," select "Letter Request")
- The student should bring to the Financial Assistance Office (for undergraduate students) or the Payroll Office (for graduate students) their fax receipt in order to begin working. The student should bring the official receipt from the SSA stating when they applied for their SSN when they receive it for treaty benefits they might be entitled to.

- Once the SSA receives and reviews the application, the student will receive a telephone call to schedule an appointment at the SSA.
- It may take up to 2 weeks to receive the phone call to schedule the appointment.
- **If no call has been received within 2 weeks of submitting the documents, the student should call and request an appointment for an interview.**
- The student will need to bring to the appointment their original documents for review. It will then take 7-10 days to get their Social Security card. ****This card does not have to be presented to Payroll.****
- The student will submit their SSN number in one of two ways:
 - Uploading a picture of the card to the secure portal
 - Coming into the Payroll Office and speaking to a member of the payroll staff.

When to apply for the SSN:

F-1 Students

- Students in F-1 status need a continued attendance I-20 before you can apply for a Social Security Number.
- You will receive your Continued Attendance I-20 after your submitted [Immigration Check-In](#) is processed.
- If you are a new student, it is recommended that you wait seven to 10 days after you receive your updated Continued Attendance I-20 before applying for your Social Security Number to allow for your immigration information to be updated in government databases.

J-1 Students or Scholars

- Students and scholars in J-1 status must also submit their [Immigration Check-In](#) and receive an updated DS-2019 prior to applying for a Social Security Number.
- New students and scholars should also wait seven to 10 days before applying.

Students Without an SSN:

Students can work for up to 30 days prior to receiving their SSN. On a monthly basis, students with a missing SSN will be contacted by the Office of Student Employment to check on the status of their application and to offer assistance with the process if needed.

Please note that after 30 days, if the SSN has not been provided to the Office of Financial Assistance (undergraduate students) or the Payroll Office (graduate students), the student must contact the Office of Student Employment immediately; and will receive the following guidance:

- The student may be directed to suspend working immediately, with an inability to re-start working until the SSN comes in, or
- In exceptional circumstances beyond the control of the student, they may be granted additional time to procure the SSN while continuing to be allowed to work.
 - Note that, in this circumstance, students working beyond 30 days without a SSN will be working without the treaty benefits that would reduce or remove taxes – meaning that Clark will have to charge against their paychecks the maximum withholdings allowable.

<p>Related Policies and Regulations</p>
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History/Revision Information

Responsible Office/Division: Office of Student Employment and Office of Human Resources

Effective Date:

Last Amended Date: January 18, 2022

Next Review Date: January 18, 2023