



Student Employment Document Checklist

NEW STUDENT WORKERS

- SMC Student Employment Application/Contract
- W-4 form (federal withholding)
- DE-4 (state withholding)
- Student Employee Emergency Information/Warrant Recipient Designation form
- Proof of Employment Eligibility Identification
- I-9 Employment Verification form
- Disclosure of Conviction Record form
- Confidentiality Memo of Understanding form
- Confidentiality Agreement form
- Mandated Reporter Status form
- Student Leave form
- Notice of Exclusion from CalPERS Membership
- FERPA Training Completion email (FERPA online quiz can be found on the Student Employment > Students page)
- Live Scan Fingerprint form (pink copy) Campus police for scanning 10-11am & 2-3pm daily
- TB Test Results form (if applicable) SMC Health Office 9-12pm Mon & Tues ONLY

INTERNATIONAL STUDENTS (F-1) must also include copies of these documents:

- I-20 Form
- I-94 Form
- Foreign Passport

CONTINUING STUDENT WORKERS

- SMC Student Employment Application/Contract
- Mandated Reporter Status form
- Student Leave form
- FERPA Training Completion email