

## INSTRUCTIONS FOR COMPLETING THE STUDENT EMPLOYMENT WORK AGREEMENT

### General Instructions:

The Student Employment Work Agreement (SEWA) must be prepared and processed for a student employee to be placed on payroll with a copy of the document kept in every student employee's record for all personnel action on that student. It is, therefore, very important that it be completed with accuracy and on a timely basis to generate a paycheck. All questions should be directed to the campus student employment office, Nora Nagata, at ext 326.

### Specific Instructions by Item:

This information is keypunched into computers and must follow a strict format. Use only initials in items EE, FF, and GG. For all items that require dates, use double digits for the month and day, and four digits for the year (e.g. 06-14-2002). Do not use "/".

All items on SEWA forms have keypunch (character) limitations. Review the sample form and keep within the specified limitations. Figures in parenthesis indicate the maximum number of characters allowed in each block. Comma, hyphen, decimal, etc. is included as part of the count.

AA: Social Security No. Do not use student numbers beginning with "999". If the student does not have a SS number, have the student apply to the Social Security Administration for a valid social security number prior to processing the work agreement. All social security number corrections/changes require a photocopy of the social security card including typographical errors. PLEASE BE ACCURATE.

BB: Name – Last, First, Middle. (TAB to each section). All documents should be processed under one name (use name as noted on social security card). Any name change will require a photocopy of the social security card with the new name stated and new federal and state tax forms.

Example:	Brown,	Robert	S.
		NOT	
	Brown,	Robert	
	Brown,	Bobby	S.
	Brown,	Bob	

CC: Address. Do not use department or dorm address. Use home address or address where W-2 is to be mailed.

Phone. Enter office phone number.

DD: Birthdate. Self explanatory

EE: Sex. "F" for female  
"M" for male

FF: Citizen. "Y" for citizen of USA  
"N" for non-citizen (specify country)

GG: Marital Status. "S" for single  
"M" for married

HH: Tax Exemptions. Number of exemptions indicated must be identical to withholding certificates (W4 – federal tax form and HW4 – state tax form). Use double digits ("00" or "01" NOT "0" or "1"). Negative exemptions must be reflected as "-05". (Valid Data is -99 through 99).

For Federal "Exempt" status use "99". To claim exemption from federal taxes on W4 form, item 6 must be marked. The word "exempt" and the year in which the exemption is to be effective must be written in the space provided. When "exempt" is claimed, line 4 must be blank. "Exempt" status must be renewed each calendar year by submitting a new completed form W4 by February of that year. (Exempt from HW4 (State) is not allowable).

All federal exemption forms (W4) claiming "exempt" or claiming more than 10 exemptions will be forwarded to IRS for their review.

Incomplete forms will hold up processing.

II. Payroll Number. "F1" for college work study  
"F3" for other student employees

Payroll Warrant Distribution Code. Select appropriate warrant distribution code.

JJ: Position Title. Defaulted as "Student Assistant"

KK: Pay Rate. Use rate as indicated on the approved Job Classification Form

LL: Uniform Accounting Code. Enter the 14-character alpha/numeric account code, reflected as one continuous entry (e.g. G-03-061-F-140-L-993). No more than 4 different account codes per SEWA.

MM: Appointment Period. Use starting and ending dates indicated on the approved Job Classification Form.

OO, PP: Maximum Gross Earnings (for FLL – fall and SPR – spring). (F1- for College Work study only). Maximum college work-study earnings for that period based on Financial Aid Award Letter. Revisions may occur after date of hire. It is the student's responsibility to notify the supervisor of his/her revisions

QQ: Effective Date. Indicate the start date as approved on the Job Classification Form.

RR: Position Classification. Use classification as indicated on the approved Job Classification Form.

SS: New Hire. Student being hired for the first time in your division for that position.

Rehire. Student being rehired for the same position in the same division.

TT: Employing Agency. All correspondence from HRO will be directed to the Division indicated.

REMARKS: Type Position Number as indicated on Job Classification Form

Indicate date contract is being typed

Type Supervisor's name

LCC Human Resources to complete I9 Date

If SEWA is for an additional account, type "ADDITIONAL ACCOUNT CODE" below I9 DATE.