



LEHIGH

UNIVERSITY

Student Work Study Checklist

Below is a comprehensive list of the required documents that need to be completed prior to starting your work study job. You should not begin working until you have received the final approval from your Work Study supervisor that all documents are completed.

- 1) **Complete the Federal I-9 forms:** These forms must be completed no later than 72 hours after your scheduled start date. Failure to complete these forms in a timely manner can result in termination of your position. NOTE: If you have completed the I-9 process within the last 3 years, this does not need to be completed. Follow the steps below to satisfy this requirement:
 - a) Email inl9@lehigh.edu to begin the I-9 process. Upon sending this email, the HR Office will send you a link to schedule an appointment with their office to complete these forms. **This appointment must be made on (or before) your first date of employment.**
 - b) Before your scheduled meeting, you must complete Section 1 of the I-9 using the following link: <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>
 - c) You will complete Section 2 during your meeting with HR. They will verify your identification documents **which must be brought with you to your appointment.** You must complete Section 2 within **three days** from your start date.
 - i) Refer to the instructions (page 3 of the I-9 form) for the appropriate Identification Documents that you need to bring with you to your appointment for verification. Please bring the original documents of each form, **copies are not allowed.** If you do not have a social security number, you can leave that field blank.
 - ii) To complete Section 2, you will need to provide us with your official start date. If you are updating your I-9 and don't remember your first date of employment, please let HR know and they can obtain that information for you. You must sign and date the form.

REMINDER: You will need to bring the following items with you for your appointment:

- Section 1 of your I-9, completed
 - Original identification documents: One from List A OR a COMBINATION of List B and List C (must be original documents. No copies are allowed)
 - **The start date of your work study job**
- 2) **Submit the Required Payroll Forms.** You can submit these forms to Human Resources at the time of your I-9 appointment. If you have already completed these forms at Lehigh, you do not need to resubmit these forms annually unless you have changes/updates to make to these forms. You can either submit these during your I-9 appointment with HR OR you can email these completed forms to inpayrol@lehigh.edu.
 - a) [W-4 Form](#)
 - b) [Certificate of Residency](#)
 - 3) **Complete the Workman's Compensation Form** through DocuSign



- 4) **Complete the [Work Study Student Handbook Acknowledgement Form](#):** Sign this document through DocuSign to acknowledge that you have reviewed and understand this handbook
- 5) **Set up [Direct Deposit information through Self-Service Banner](#).** Direct Deposit allows workers to create, update and delete bank account information so that they can receive their biweekly pay directly to their bank account. For more information about this process, please visit the [FAQs on the Payroll Office website](#).

IMPORTANT STEPS for International Students: International students on an F-1 student visa are eligible to work on campus up to 20 hours per week as long as they are enrolled full-time and otherwise maintaining their F-1 status. International students on a J-1 exchange visitor visa are eligible to work on campus up to 20 hours per week with permission from Office of International Student and Scholars (OISS). OISS provides detailed information about on-campus employment, including a guide for completing new hire paperwork and information about applying for a Social Security number on the OISS website. Please contact OISS for any questions at intnl@lehigh.edu.

- a) Prior to scheduling the I-9 appointment with HR, all first year, international students must complete the New Student Arrival form in iHome and receive confirmation from OISS that their SEVIS record is active. Note: Students not in their first semester will already have an active SEVIS record.
- b) J-1 exchange visitor visa holders must request permission to work on campus via [iHome](#) by receiving approval for a J-1 Student On-Campus Work Authorization e-form. This request must be made each academic year or if the student starts a new job. J-1 students must receive notification from OISS that the On-Campus Work Authorization request has been approved prior to completing the I-9 form with HR.
- c) All international students must complete the International Tax Information Form maintained by the Controller's Office.