

**Kapi'olani Community College
Human Resources
Student Employment Checklist**

Student Name:

Department:

Supervisor:

****NOTE:** Students shall NOT start working until the following checklist is completed and processed by HR**

Students should bring the completed checklist to HR along with their documents for the I-9 verification only AFTER the department has completed the Student Employment Work Agreement (SEWA)

Use an "X" to indicate that the forms are attached. ALL forms for each employment category are required unless indicated otherwise.	Regular Student #FF3	Federal Work Study (FWS) Student Payroll #FF1	International Student on F-1 Visa Payroll #FF3
I-9 FORM			
I-9, Employment Eligibility Verification* *Log into SECE (Documents and Forms Tab) to complete Section 1 I-9 Instructions			
I-9, Section 2* *Bring valid original documents to HR			
HAWAII INFORMATIONAL PORTAL (HIP):			
HIP access available AFTER student is hired in SECE			
Multi-Factor Authentication MFA Instructions			
Form W-4 Employee's Withholding Allowance Instructions			
Form HW-4 Employee's Withholding Allowance Instructions			
Hawaii Pay Direct Deposit Sign-Up Instructions			
Designation of Beneficiary for unpaid wages Instructions			
2-Job Memo (If Applicable)			
General Confidentiality Agreement			
Title IX Training by Campus Clarity *Print Certificate and include with packet			
ORIGINAL DOCUMENTS TO BE MADE COPIES BY HR:			
Copy of Social Security Card			
Signed Federal Work Study Program Policy	N/A		N/A
Copy of Passport Page with Picture	N/A	N/A	
Copy of Front and Back of I-20 Form	N/A	N/A	
Copy of I-94 Number	N/A	N/A	
Application to Accept On-Campus Employment for F-1 *Application can be found at Honda International Center (HIC), Iliahi 107	N/A	N/A	

NOTES: