

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

Student Name and ID number:	
Job Title:	
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
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I-9 FORM

I-9. Employment Eligibility Verification*	*Log into SECE (Documents and Forms Tab) to complete Section 1			
I-9. Section 2*	*Bring Valid 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	*After the student is hired, a notification email will be sent to inform you that hire transaction is approved. Once you get the notification, you may complete these tasks on HIP. If you do not have access to HIP, please wait for 2-3 business days after your hire.			
Form HW-4 Employee's Withholding Allowance				
Hawaii Pay Direct Deposit Sign-Up Designation of Beneficiary for unpaid wages				
2-Job Memo (If Applicable)	*Only applicable for students carrying two or more on-campus jobs			
General Confidentiality Agreement	*Located at the bottom of page, please read and acknowledge			
UH Information Security Awareness Training Certification	*Print Certificate after completion and include w/ packet			
Title IX Training by Campus Clarity	*Print Certificate after completion and include w/ packet			

ORIGINAL DOCUMENTS TO BE MADE COPIES BY HR:

Copy of Social Security Card	*International Students contact hic@hawaii.edu			
Signed Federal Work Study Program Policy	Contact your academic advisor for FWS 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: