Student Employment Tracking Sheet

Name ____________________________________  Student ID #_________________________

_____Federal Work Study  

_____Student Assistant

 Date Attended Orientation

 Work Permit Verification

 Green Card Expiration Date

The student is applying for the __________semester during the __________academic year:

Semester:  
Registration:  
Award:  

Summer  
Cred
ts  
Eligible Amount

Fall  
Cred
ts  
Eligible Amount

Winter  
Cred
ts  
Eligible Amount

Spring  
Cred
ts  
Eligible Amount

Students must complete Section 1 of the I-9 by the first day of work and bring required documentation within 3 days.

 Hire Date

W-4 Completed

I-9 Processed

Driver’s License/State Identification Card

Social Security Card/Birth Certificate

Other ____________________________

Referral Form: (Circle Corresponding Semester Codes: SU = Summer, SP = Spring, FA = Fall, WI = Winter)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
<th>Department</th>
<th>Contact</th>
<th>Job Title</th>
<th>Staff Initials</th>
</tr>
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<tbody>
<tr>
<td>SU</td>
<td>FA</td>
<td>WI</td>
<td>SP</td>
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