

# CAL POLY POMONA STUDENT EMPLOYMENT AUTHORIZATION FORM (SUMMER 2024)

This form is for Student Assistants, Non-Citizen (International) Student Assistants, and Bridge Student Assistants ONLY.

**Department Instructions:** 1) \*Check academic eligibility, 2) Accurately/fully complete form, 3) Obtain e-signature from student, 4) Obtain e-signature from HEERA manager, 5) Email to [studenthires@cpp.edu](mailto:studenthires@cpp.edu) for process completion of hire documents

**Student:** e-sign and return signed form to department

Human Resource Services Customer Service Center will contact student with more information (if applicable).

**STUDENTS WHO MEET THE MINIMUM REQUIREMENTS OF ACADEMIC ELIGIBILITY AND I-9 FULFILLMENT MAY BEGIN WORK.**

Students CPP Email: \_\_\_\_\_ Handshake #: \_\_\_\_\_  Rehire

Student Name: \_\_\_\_\_ Bronco ID #: \_\_\_\_\_

Department Name: \_\_\_\_\_ Position Title: \_\_\_\_\_ Hours per week: 0- \_\_\_\_\_

Effective Date of Appointment: \_\_\_\_\_ thru end of August pay period Hourly Pay Rate: \$ \_\_\_\_\_

**This appointment expires on the date stated above and does not establish an obligation for a subsequent appointment. No other notice shall be provided. This appointment is contingent upon budget and eligibility.**

**Please provide the correct student position number for pay, per student eligibility, for each applicable session.**

**Non-Citizen/Int'l (1868):** Position #:0000 \_\_\_\_\_ 1<sup>st</sup> 5week  2<sup>nd</sup> 5week  10-Week Session  Units \_\_\_\_\_

**Non-Work Study (1870):** Position #:0000 \_\_\_\_\_ 1<sup>st</sup> 5week  2<sup>nd</sup> 5week  10-Week Session  Units \_\_\_\_\_

**\*Bridge (1874):** Position #:0000 \_\_\_\_\_ 1<sup>st</sup> 5week  2<sup>nd</sup> 5week  10-Week Session  Units \_\_\_\_\_

**\*Enrolled in less than 6.0 units may work up to 20 hours per week. Enrolled in zero (0) units may work up to 40 hours per week.**

**Criteria for Employment Eligibility:** A student must have a minimum 2.0 GPA (both Cal Poly Pomona and overall GPA and be currently enrolled for a minimum 6.0 units (undergraduate)/ 3 units (graduate) **or** be a "Bridge" student who was enrolled with the required GPA and minimum unit requirement of 6.0 units (Undergrad) and 3.0 units (Grad) the previous Spring semester and intends to enroll for the following Fall semester.

**\*Using the Student Assistant Employment Eligibility Report in Tableau, employers hiring the student must verify that the requirements are met at the time of hire, and at the beginning of each subsequent semester that the student assistant works.**

**"I have verified that this student meets the employment criteria listed above."**

Timekeeper/Coordinator Printed Name

e-Signature

Ext

Date

Student e-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**My signature indicates that I meet the employment criteria listed above.**

HEERA Manager e-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All **NEW** student assistants (never employed by the State) are required to present the appropriate documentation to Human Resource Services:

- Federal law requires that all employees complete a Form I-9, Employment Eligibility Verification.
- International Students must present an original Visa, Passport, and Work Authorization.
- Permanent Residents must present a Permanent Resident Card.
- All employees must provide acceptable individual identification. A list of acceptable documents for the I-9 is available on page 2.
- Cal Poly Pomona is required to verify each employee's Social Security Number before employment starts. Employees must bring their original Social Security card to HRS—Customer Service Center.

For questions or assistance, please contact the Payroll Services at [payroll@cpp.edu](mailto:payroll@cpp.edu).

**Student Employment ONLY**

**HR Customer Service Center ONLY**

**Payroll Services ONLY**

eligibility \_\_\_\_\_

graduation \_\_\_\_\_

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b>	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<b>1.</b> U.S. Passport or U.S. Passport Card  <b>2.</b> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)  <b>3.</b> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa  <b>4.</b> Employment Authorization Document that contains a photograph (Form I-766)  <b>5.</b> For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <b>a.</b> Foreign passport; and <b>b.</b> Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.  <b>6.</b> Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	OR	<b>1.</b> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address  <b>2.</b> ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address  <b>3.</b> School ID card with a photograph  <b>4.</b> Voter's registration card  <b>5.</b> U.S. Military card or draft record  <b>6.</b> Military dependent's ID card  <b>7.</b> U.S. Coast Guard Merchant Mariner Card  <b>8.</b> Native American tribal document  <b>9.</b> Driver's license issued by a Canadian government authority  <b>For persons under age 18 who are unable to present a document listed above:</b>  <b>10.</b> School record or report card  <b>11.</b> Clinic, doctor, or hospital record  <b>12.</b> Day-care or nursery school record	AND	<b>1.</b> A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION  <b>2.</b> Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)  <b>3.</b> Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal  <b>4.</b> Native American tribal document  <b>5.</b> U.S. Citizen ID Card (Form I-197)  <b>6.</b> Identification Card for Use of Resident Citizen in the United States (Form I-179)  <b>7.</b> Employment authorization document issued by the Department of Homeland Security

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**