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 *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.

Student 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.

					Payroll Use ONLY
Non-Citizen/Int'l (1868):	Position #:0000_____	1st 5week ☐	2nd 5week ☐	10-Week Session ☐	Units_____
Non-Work Study (1870):	Position #:0000_____	1st 5week ☐	2nd 5week ☐	10-Week Session ☐	Units_____
*Bridge (1874):	Position #:0000_____	1st 5week ☐	2nd 5week ☐	10-Week Session ☐	Units_____

*Enrolled in <u>less than 6.0</u> units may work up to 20 hours per week. Enrolled in <u>zero (0)</u> 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 <u>Student Assistant Employment Eligibility Report</u> in <u>Tableau</u>, employers hiring the student <u>must</u> 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 <u>NEW</u> 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 provide their original Social Security card to HRS–Customer Service Center.

For questions or assistance, please contact the Payroll Services at 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.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		**1.** 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		**1.** 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
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		**2.** 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		
4. Employment Authorization Document that contains a photograph (Form I-766)				**2.** Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: **a.** Foreign passport; and **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.		**3.** School ID card with a photograph		**3.** Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		4. Voter's registration card		
		5. U.S. Military card or draft record		
		6. Military dependent's ID card		**4.** Native American tribal document
		7. U.S. Coast Guard Merchant Mariner Card		**5.** U.S. Citizen ID Card (Form I-197)
		8. Native American tribal document		**6.** Identification Card for Use of Resident Citizen in the United States (Form I-179)
		9. Driver's license issued by a Canadian government authority		
6. 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		**For persons under age 18 who are unable to present a document listed above:**		**7.** Employment authorization document issued by the Department of Homeland Security
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

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

Refer to the instructions for more information about acceptable receipts.