

**Auburn University
Office of International Programs**

**PROCEDURES FOR HIRING FOREIGN
NATIONAL STUDENTS THROUGH STUDENT EMPLOYMENT
(not GRA/GTA/GA)**

September 2012

Foreign national students are allowed by federal law to work "on campus" up to a maximum of 20 hours per week while classes are in session during Fall and Spring semester. They may work more than 20 hours during Summer semester or over holidays during or between Fall and Spring semesters. Foreign national students working more than 20 hours per week during Fall and Spring semesters when classes in session are considered "out of status." To safeguard the student's academic program and ensure federal regulations are adhered to, student employers should be very conscientious in their application of the hiring process.

1. Before any student can be hired (regardless of nationality), the position must be "advertised" for at least 24 hours. The preferred manner is to post on the Student Employment website. Visit hire.auburn.edu and click on "Post Part-time Jobs" under the Job Central heading to be directed to the Student Employment job posting system log-in page. E-mail announcements and "in-house" postings are also acceptable.
2. After making the hiring decision, the department can choose from two different approaches to initiate the hiring process.
 - A. The department can determine the student's enrollment and hiring status themselves through AU Access by following the Student Employment Paperwork Process Instructions, which can be found at hire.auburn.edu.

OR

- B. The department fills out an "On-Campus Hiring Request Form" at hire.auburn.edu. Student Employment then sends an email to the department verifying the student is currently enrolled and indicating the student fits into one of the following four categories (regardless of nationality): New Hire, Already Employed, Rehire Active, Rehire Separated.

3. New Hire or a Rehire Separated status

In the case of a New Hire where the student is a foreign national and does not have a social security number, they must bring a letter of employment to the Office of International Programs (OIP) from the hiring Department, on letterhead, and addressed to the Social Security Administration (SSA) requesting a Social Security number for the student. Note: the SSA does not allow foreign nationals to apply for a social security number until 10 business days after their arrival in the U.S.

A complete paperwork packet must be sent to Student Employment by the hiring department.

- Bi-Weekly Paid Student Authorization Form
- Personal Data Form
- A-4 or A-4E Form for Alabama Tax withholding
- Alien Employment Verification & Tax Form
- I-9 Form with copies of supporting documents attached
- W-4 Form
- Copy of Social Security card or proof of application
- Direct Deposit Form

4. Already Hired or a Rehire Active

The Department may process an Employment Personnel Action Form (EPAF) to complete the hiring process. Nevertheless, all International Students must go to the OIP to complete an Alien Employment and Tax Verification Form and receive employment counseling. The student will be required to have the form signed by both the student's home department as well as the hiring department, if different. Human Resources (HR) will not process student employment documentation without a duly signed Alien Employment and Tax Verification Form.

NOTE: Regardless of the student hiring status (Already Hired or Rehire Active), it is imperative that departmental staff check the Banner NBAJOBS form to ensure the maximum hours are not exceeded. Although foreign national students are allowed to work more than one job, they **MUST NOT** exceed the 20 hour weekly limit.

5. Student Employment will forward all paperwork to HR, which must receive a completed packet **no later than the third day of hire. Failure to meet the third day of hire deadline results in two things: (a) Auburn University is not in compliance with Federal requirements regarding employment eligibility documentation, and (b) the student will not be paid in a timely manner.** Missed deadlines will result in the student being paid on the next available pay cycle.