

**ART CENTER COLLEGE OF DESIGN  
STUDENT EMPLOYMENT AUTHORIZATION**

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

**Personal Information (to be completed by Student)**

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
 Permanent Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Local Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**Award Information (to be completed by Financial Aid Office)**

FAFSA on file  Off-term: OK up to 29 hr/wk  
 Job Description on file  OK to work up to 20 hr/wk  
 Federal Work study \$ \_\_\_\_\_  FWS: 15 hr/wk only  
 Classification Level (circle) I II III Rate of Pay \$ \_\_\_\_\_

**Student Employment Policies & Procedures**

- Paperwork**
- All students employed at Art Center College of Design must complete I-9 and tax forms.
  - Students must complete a Student Employment Authorization (SEA) for each position held.
  - All student information (i.e. permanent home address, phone number) provided must be current and updated as needed in the Financial Aid Office (FAO).
  - A new SEA must be completed each term for each position held.

- Financial Aid**
- Students must apply for Financial Aid and submit any necessary documentation required to complete their file.
  - The FAO will notify Student, Supervisor, and HR of declining award balances. When work study allocation runs out, Student MUST stop working immediately.
  - Undergraduates enrolled in at least 6 units and graduate students enrolled in at least 4 units are considered to be enrolled half-time.

- Time & Labor Management**
- It is the Student's responsibility to ensure that all hours worked are recorded accurately.
  - Students working more than five (5) consecutive hours must take at least a half-hour break and record it on their timesheet.
  - Students enrolled in a term may not work more than twenty (20) hours per week. During term breaks or when not enrolled in the current term, Students are allowed to work a maximum of twenty-nine (29) hours per week. Federal Work study students are limited to 15 hours a week, unless approved by the Financial Aid Office.
  - Students are never allowed to work more than eight (8) hours per day.
  - Late timesheets are processed in the next pay period after Payroll receives an Unreported Hours Form.

- Tax Withholdings**
- All earnings will be subject to both federal and state taxes, and will be shown on a W-2 at the end of the calendar year. FICA tax of 7.65% will be withheld from student wages as required by IRS guidelines. In accordance with Revenue Procedure 98-16, earnings of students who are enrolled at least half-time will be exempt from FICA taxes. Students who work during a term off or leave of absence are not exempt from paying FICA taxes.

- Check Distribution & Mailing**
- Students with direct deposit may access their electronic pay stubs via the Records link in Inside Art Center's secure web portal (<https://inside.artcenter.edu>).
  - Students without direct deposit will receive a hardcopy check, which will be mailed each payday to the Student's address on record.

- Regulations**
- Any person who knowingly and willfully embezzles, misapplies, steals or obtains by fraud, false statement or forgery, any funds, assets, or property provided or insured under any Title Student Assistance program, including Federal Work Study may be terminated and is subject to any and all local, state, and federal laws.

**By signing below, I acknowledge that I have read and understand the above policies regarding student employment, including the requirement to complete a new SEA each term by the first week of school.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Agreement (to be completed by the Hiring Supervisor)**

**Students may NOT work before submitting required paperwork to HR.**

Department \_\_\_\_\_ Dept # \_\_\_\_\_

Student Job Title \_\_\_\_\_

Course Title \_\_\_\_\_

Work Days/Times (if flexible, please indicate) \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Campus Ext. \_\_\_\_\_

- Supervisor Duties & Responsibilities**
- A job description must be completed and on file with the Financial Aid Office for any and all positions for which a student is hired, and must be updated every year by July 1.
  - Federal Work study students are not allowed to begin work if they have not received an official notice of their work allocation from the Financial Aid Office.
  - Students working more than five (5) consecutive hours must take at least a half-hour break.
  - Federal Work Study students are limited to working up to 15 hours per week; FWS students may work up to 20 hours per week only with Financial Aid approval. Non-FWS students may work up to 20 hours; off-term students may work up to 29 hours per week.
  - Students are not allowed to work more than eight (8) hours per day.
  - Supervisors are responsible for ensuring that the employed Student works the hours for which they are paid.
  - There will be no legal holiday or vacation pay for student employees.
  - Students cannot be paid for receiving instruction in a classroom, laboratory, or other academic setting. **Assigned tasks should be limited to department and/or College functions only.**
  - Any form of payment made to Student for their work must go through the student payroll process.

**By signing below, I acknowledge that I have read and understand the above policies regarding Student Employment.**

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head or  
Dept Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Documentation (to be completed by Human Resources Department)**

W-4 Form Completed  
 I-9 Form Completed HR signature \_\_\_\_\_