



# User Documentation

## Documents/Forms Required for Student Employment

Undergraduate & Graduate Students

e-Campus HCM Implementation Team  
<http://www.uri.edu/ecampus/hcmdocumentation.html>

Are you an:

**Undergraduate Student**

**OR**

**Graduate Student**

Then **you** need to provide the following:

- 1) Completed Federal **I-9** (Employment Eligibility Verification) **Form**. If you are a United States Citizen you can bring a valid driver's license and birth certificate or a Passport for verification. If you do not have those documents, a complete list of acceptable documents along with the I-9 form is available for download on the U.S. Citizenship and Immigration Services website:  
<http://www.uscis.gov/files/form/i-9.pdf>
- 2) Original **Social Security Card**, a copy of which will be retained with your records. \* *International Students see below.*
- 3) Enter **W-4** tax information into e-Campus system after employment has started. Login to e-Campus follow: *HR Self Service > Employee > Tasks > W-4 Tax Information*

### In addition if you are a **Graduate Assistant**

You must complete:

- 1) **Drug Free Workplace Policy Acknowledgement** (CS-387) located:  
[http://www.uri.edu/human\\_resources/forms.html](http://www.uri.edu/human_resources/forms.html)

Your department will forward a copy of your:  
Appointment Letter and Certification of English Proficiency to the Graduate School.

*If you are a United States Citizen this completes the employment information you are required to provide*

If you are an **International Student** you must **also** complete the following:

All foreign national students are required to:

- 1) Complete the **Foreign National Information Form** at the Payroll Office located in the Carlotti Building. The form is used to determine your tax status. In order to complete this form you will need to bring with you your:

- Passport
- VISA
- I-20 (for F1 VISA holders) or DS2019 (for J1 VISA holders)
- Social Security Card \*

\* Obtaining a **U.S. Social Security Card** – students will apply for a social security card when they arrive in the United States. For more information visit the URI Office of International Student Services (ISS) website <http://www.uri.edu/iss> The Office of International Student Services also hosts Social Security Card workshops with the US Social Security Administration at the beginning of the academic year. Students in attendance can apply for a Social Security Card right at the workshop.

**IMPORTANT REMINDER:** Due to federal regulations foreign national students are only permitted to work **20** hours per week when school is in session. Foreign National students are **NOT** eligible for the additional five hours exception.

### Important notes for **all** student employees

- Your hiring department is responsible for processing and submitting your employment paperwork to the necessary office. For student hourly employees that is Enrollment Services, for Graduate Assistants the office is Human Resources.

- Students are allowed to work 20 hours per week during the academic year and may have no more than (2) jobs at the same time.

- All student employees are encouraged to use Direct Deposit. To setup: after employment has started, login into e-Campus and go to: *HR Self Service > Employee > Tasks > Direct Deposit*