



Human Resources Department Memorandum (707) 864-7128

TO: Student Workers
FROM: Human Resources Department
RE: Information for Employment

The following documents are **required** prior to the beginning of employment at Solano Community College. Delay in submitting documentation may result in the delay of paycheck processing.

1. Live Scan (**clearance must be received prior to beginning work**)
2. Tuberculosis Clearance (**clearance must be received prior to beginning work**)
3. Student Job Application Form
4. Student Worker Information
5. Confidentiality Statement
6. Federal Withholding Form
7. Employment Eligibility Verification (Form I-9)
8. Photocopies of certain documents to support your (Form I-9) eligibility to work in the U.S. (See the backside of the Employment Eligibility Verification Form for the required documents)
9. Personnel Payroll Action Form (**Form 6, must be submitted by the manager**)

Complete these forms and return them to the department/division where you will be working.

General Information:

1. **Eligibility:** Student workers **must be enrolled in 6 semester units.**
2. **Timesheets:** Student workers must keep a monthly Student Time Sheet (available from Fiscal Services) to verify work dates and times. The time sheet must be signed by you, your immediate supervisor, and the Budget Manager, then submitted to Fiscal Services (Building 600) **by the 21st of each month.**
3. **Pay Period/Payday:** A pay period is the 21st of one month to the 20th of the following month (e.g., September 21 through October 20). Paydays are on the 10th of each month. If the 10th falls on a weekend or a holiday, payday will be the day before. Checks can be picked up at the Cashier window in the Student Services building (400) between 10:00 a.m. and 4:00 p.m. If checks are not picked up within this timeframe, they will be mailed the following workday.
4. Student workers are not eligible for paid holidays, vacation, and health and welfare benefits.
5. Effective July 1, 1991, student workers employed by a school district who are not vested members of a public retirement system **will** have Medicare deductions withheld from their paychecks at a 1.45% contribution rate.
6. **District Policies:** It is your responsibility to read and comply to the District's policies on Drug-Free Workplace #4300, Sexual Harassment #4270, Unlawful/Prohibited Discrimination #4285, Smoking #4215, and Computer & Communications Technology Use #2067 (copies attached).
7. **Sick Leave:** Please read attachment regarding The Health Workplaces/Health Families Act of 2014: Paid Sick Leave. Employees may use accrued sick days beginning the 90th day of employment.
8. **I-9 Verification:** If you have completed an I-9 previously, then you are not required to complete another I-9 Verification. Please ensure that your documents are turned in no later than 72 hours of start date.

Attachments: Student Employment Forms; Oath of Allegiance; Federal Withholding; Employment Eligibility Form (I-9); SCC SCC Campus Map; Salary schedules; District policies and procedures as referenced above.