International Student Employment

Any international student wishing to be employed on campus must establish eligibility to work in the United States. The student must also present a valid Social Security card.

To obtain a Social Security card, an international student must receive a letter of intent-to-hire from a potential campus employer and a letter of intent from International Studies. These letters, along with the student's passport, visa and Social Security application, need to be presented in person at a Social Security Administration office. There are two offices in our vicinity, located in Allentown and in Reading. The Student Payroll office has printed directions to both offices. If the student cannot get to one of these offices on his/her own, please contact the International Initiatives office.

Once the Social Security card is received by the student (generally in about 3-4 weeks), the student must bring it to the Student Payroll Office along with the documents necessary to complete the I-9 (Eligibility to work in the U.S.) form. For most international students, these documents will include their Passport & Visa. The I-9 form must be completed in order to be eligible to work on campus.

In addition to the I-9 form, there is also a small packet of paperwork that must be completed. Once completed, the student will receive a Work Authorization Card which is good as long as the student is enrolled at KU and remains eligible to work in the U.S. International students may only work a maximum of 20 hours per week during the regular academic year and may only work on campus.

The Work Authorization Card must be shown to the student's campus employer. The employer will complete an online application to hire the student. Once the online application is received by Student Payroll, the student will be able to access e-Time within two weeks. E-Time is an online time entry system. Students enter and sign the shifts they work online. The campus employer electronically approves these shifts for payment. To gain access to e-Time, students will need a PASSHE logon & password. Information on this is available on the Student Payroll website (PASSHE Account Information link). All student payroll information, pay schedules, e-time link and instructions, can all be found on the Student Payroll website.

http://www.kutztown.edu/admin/personnel/payroll/students/

See page 2 and 3 for the Hire Process – Step by Step, New Hire Paperwork details, and the Method of Pay.

Hire Process – Step by Step

- Complete New Hire Paperwork in the Student Payroll Office and receive Authorization Card.
  - If student does not have SS Card, get letter of intent to hire from employer. (Questions about the letter can be directed to Anesah Akari in the International Initiatives office – 3-4257)
  - Take letter of intent, Application, Passport and Visa to Social Security Administration Office and apply for a SS #.
  - Once card is received go to Student Payroll Office and complete paperwork. **Advise Registrar's office of USA issued SS # to update your campus records.**
- Take Work Authorization Card to campus employer who will complete an online application.
- Go to Student Payroll website and create a PASSHE password (difficulties with the creation of this password should be directed to the Information Technology Help Desk – 3-1511). Print out e-Time instructions and pay schedule from Student Payroll website. Student should be able to access e-time within 2 weeks.

New Hire Paperwork Documents

The New Hire Paperwork consists of the following documents and must be completed in its entirety in order to receive the authorization card to work on campus.

- **General Information Sheet** – use a local US address
- **W-4** – International students who have a tax status of Non-Resident Alien MUST claim Single, write 1 in box 5 and write NRA in box 6.
- **I-9** – Employment Eligibility Verification – Acceptable documents are listed on form. For most international students, most common documents used are an unexpired passport and visa.
- **Direct Deposit Authorization Form** – OPTIONAL – Student may opt to have all funds deposited directly into the student's bank account on pay day, at no additional cost. A pay statement is available in the Student Payroll Office on pay day to verify hours and rate received. If the student declines direct deposit, student's paycheck will be available on pay days for pick up in the Student Payroll Office.
- **Statement of Citizenship & Taxation** – MANDATORY – All international students employed at Kutztown University must complete this form every January (once per calendar year). The form must be submitted along with copies of the student's current I-20, passport, visa and I-94.

Method of Pay

If the student signed up for Direct Deposit the pay statement is available for pick up on pay day in the Student Payroll Office. These stubs should be picked up each pay so that hours paid and rate are verified and corrected in a timely manner if necessary.

If stubs are not picked up timely, they are shredded by the next pay date.

If the student did not elect Direct Deposit paychecks are available in the Student Payroll Office on pay day. The Bookstore does cash checks for students with no fee when the amount of the check is $150 or less. Students may want to inquire about opening a PSECU bank account. They are located in the Student Union Building.

If the student will be out of town on pay day and would like their check or stub mailed, they must provide a self addressed stamped envelope to the Student Payroll Office.

Further questions and inquiries about the student payroll process can be directed to our office – in person in the Kemp Bldg, Room 5, by phone at 610-683-4321, or via e-mail: stupyrl@kutztown.edu.

Rev. 8/7/09