



City College of San Francisco

DIRECTIONS FOR STUDENTS

How to Complete the “Student Hiring Eligibility Process” (SHEP)

Login to your Web4 for the interactive version of these directions. Links are active on the Web4 version. Use this print version for reference: Go to: https://ocean.ccsf.cc.ca.us/banr/twbkwbis.P_WWWLogin. Then go to:

- Student Services
 - Student Employment
 - Select current term and click Submit

INFORMATION

1. Job Search Information.

- Click on the “Student Job Listing Form” www.ccsf.edu/jobs to see a list of on-campus student jobs.
- Career Development Counseling Department, 239-3117, S127, www.ccsf.edu/cdpc.

2. Eligibility for an on-campus student worker job

- Complete Numbers 1-8 in the REQUIRED section below.
- This “Student Hiring Eligibility Process” (SHEP) takes time and patience. Eligibility doesn't guarantee a job. You must still go out and apply for a job.
- It is your choice whether you want to complete this hiring eligibility process before, during, or after you apply for an on-campus job.
- CCSF may hire you only after you have completed this “Student Hiring Eligibility Process.”

REQUIRED

1. Personal Information

Review the information below for accuracy.

Birthdate:
Address:
Telephone:

If these data are incorrect, [Change address and phone online before going on!!!<<<<](#)

2. Enroll in at least 6 credit units – or – 12 noncredit hours

- Do this as soon as possible. You are not eligible to start working until you enroll in at least 6 credit units for fall and spring (3 credit units for summer); 12 credit units for international students; or 12 hours for noncredit students for fall and spring (6 hours for summer). Although you may be hired without having this minimum # of units/hours during the first four weeks of the semester, your employment will be terminated automatically if you do not meet these criteria by the end of the fourth week of the semester.
- [Click here to verify that CCSF has you enrolled into at least 6 units](#)

3. Complete your Tuberculosis (TB) Screening and Clearance

- The Student Health Service will clear you for hiring in regard to TB screening. For them to do this, you must agree. Click to read and agree to the release procedure.
[TB Information Release Agreement.](#)
- You are encouraged to complete the two-step TB screening process in eight working days. You may begin working after you have cleared your first TB screening, but your employment will be terminated automatically if you do not meet these criteria by the end of the fourth week of the semester.
- Go to the Student Health Center at HC100 or call 239-3110 to make an appointment for your TB Screening. Bring your CCSF Photo ID with you. Credit students receive free TB Skin Tests.
Fall and Spring semester hours:

Mondays: 8:00 – 5:45	Thursdays: 8:00 – 3:45
Tuesdays: 9:00 – 5:45	Fridays: 8:00 – 2:00
Wednesdays 8:00 – 2:00	

- You may complete your first TB screening up to one year before you start work, and your second TB screening up to two months before you start work. Therefore, you may complete your first TB screening the semester before you start working, and your second TB screening right before you start working.
- For complete directions, go to the Student Health Service webpage:
www.ccsf.edu/Services/Student_Health/. Scroll down to a link titled: “TB Procedure.pdf.”

4. Document your understanding of the CCSF Sexual Harassment Policy

[Click here to read and agree to the CCSF Sexual Harassment Policy.](#)

5. Document your Employment History with the City of San Francisco

- Document if you have worked in the past, or are currently working, for Civil Service with the City and County of San Francisco or for City College.
[Click here to read and document your employment on the Employment History Form.](#)

6. Complete your I-9 Department of Homeland Security Employment Eligibility Verification Form

- [Click here to obtain an I-9 form.](#) Read Pages 1-5. PRINT Page 4.
- Complete your I-9 Form (Page 4). Your name must be identical on your I-9 and Social Security card, as well as on all other form of identification.
- You must have a non-laminated original copy of your Social Security card. To obtain a new or replacement Social Security card: Click here: www.ssa.gov/ssnumber/. The Social Security Administration has two San Francisco offices: 1098 Valencia @ 22nd (643-3998) and 560 Kearny @ Sacramento (705-1500).
- If you are under age 18, even if you are an emancipated minor, you will need a Minor Work Permit. Your parent or guardian does not need to sign it unless you are told to do so when you submit the form. If you have graduated from high school, you must provide your High School Diploma or equivalent documentation from the school district at time of I-9 submission.

After completing your I-9 Form and obtaining your Social Security card

- **U.S. Citizens:** Go to Smith Hall, SH106A – Student Employment (I-9) Intake Office – with your Social Security card (or replacement card receipt) and another government-issued photo identification card.
Hours: Mon: 8:00–12:00 and 1:00–5:00.
- **Permanent Residents:** Go to Smith Hall, SH106A – Student Employment (I-9) Intake Office – with your I-9, Green Card, Social Security card (or replacement card receipt), and another government-issued photo identification card.
Hours: Mon: 8:00–12:00 and 1:00–5:00.
- **International Students:** First, you must have a job offer. Second, go to Conlan Hall, E107 – Admission and Records International Students Admissions Counter to obtain your International Student "Employment Authorization" form. Third, go to Smith Hall, SH106A – Student Employment (I-9) Intake Office – and submit your Employment Authorization form along with your I-9, Social Security card, and Foreign Passport/Visa. Note: Re-hired International Students do not re-submit their I-9 Form unless there is a change in status.
Hours: Mon: 8:00–12:00 and 1:00–5:00.
- **Noncitizens:** If you are a noncitizen who has not received permanent resident status and you are "Employment Authorized" go to Smith Hall, SH106A – Student Employment (I-9) Intake Office – and submit your I-9, Social Security card and valid DHS Employment Authorization Card or Employment Authorization stamped document.
Hours: Mon: 8:00–12:00 and 1:00–5:00.

7. Complete Payroll-Related Forms

- All employees must complete a W-4 Employee Withholding Allowance Certificate. State and Federal Tax filing status will default to "S-1"- single with one exemption until you are a registered employee. Once you are an employee, you can change your W-4 information on-line.
- International students may claim only one status: "S-1 single with one exemption." They must also pay an additional withholding tax on a bi-weekly basis.
- All CCSF employees get paid by Direct Deposit or Pay Card. If you do not have a U.S. bank account, you may open an account with the bank of your choice at this time. If you fear you may have difficulty in opening an account, you may open a modified account with San Francisco Federal Credit Union, with which CCSF has a special relationship. You can reach SFFCU at 359-2918 or 770 Golden Gate Avenue @ Gough Street, San Francisco. If you do not have an account registered with CCSF, you will be provided with a Pay Card.
[Click here to submit or change your banking information.](#)

8. Print "Eligible for Hire" Page

- When you have successfully completed all tasks, you will be "Eligible for Hire."
[Click here to see your "Eligible for Hire" page.](#)
- PRINT it. Bring it with you when you look for on-campus student worker jobs.
- There are no additional requirements for being rehired in future semester, but student workers must login and review/update their information each semester.

**To see a list of on-campus student worker jobs:
Click on the “Student Job Listing Form” www.ccsf.edu/jobs**

OPTIONAL

Eligibility for Financial Aid and Federal Work Study (FWS) Jobs

- Receiving a Federal Work Study (FWS) award would greatly expand the number of jobs available to you.
- Click the Financial Aid Office website to learn how to apply for financial aid and become eligible for FWS jobs.
www.ccsf.edu/NEW/en/student-services/financial-aid.html

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