8. Once you have been offered an on-campus job, obtain a Form I-9 (Employment Eligibility Verification Form) and take it with the appropriate documentation to Student Employment.

The Form I-9 (Employment Eligibility Verification Form) is available on Web4.

- Read pages 1-6. Review page 9 for a list of acceptable (original) documents that you can provide to establish identity and employment authorization. Employees may present one selection from List A OR a combination of one selection from List B and one selection from List C.
- Print pages 7-8. Complete only Section 1.

Bring your:
- Form I-9
- Student Employment Job Offer Form
- Appropriate (original) documentation

To the Office of Student Employment in Multi-Use Building 105.

Form I-9’s are processed Monday-Friday during the hours specified below:
- Walk-in hours 9:00a.m. - 11:00a.m.
- By appointment only 2:30p.m. - 4:00p.m.

To schedule an appointment, email studentemployment@ccsf.edu

Note: Your supervisor should complete the Student Employment Job Offer Form at the time he/she offers you a position. International students must visit the International Education Office (Cloud Hall C212) to obtain a second employment authorization form. Please submit your job offer form/s and acceptable documentation to the Office of Student Employment (MUB 105) during Form I-9 processing.

Find more information for international students at www.cccsf.edu/international.

REHIRE
If your supervisor offers to rehire you for the next semester, please complete SHEP for that term. Go through the steps and review your eligible for hire page in step #7. The eligible for hire page will list any pending requirements you need to complete, if you do not have any pending issues you are now ready for rehire. Advise your supervisor of your successful completion of SHEP.

International rehires will need to reauthorize their Form I-9 after every semester. To do this you will need two employment authorization letters, one from the International Education Office and the second from your employer. Submit your letters to the Office of Student Employment, MUB 105.

EARLY TERMINATION NOTICE
If you do not complete the SHEP requirements entirely, this includes the required 2nd TB test within your 1st month of work, you will receive an early termination notification via email. Please resolve the issue/s before the termination date to avoid early termination.

Useful tips:
- Two step TB procedures and Social Security Cards (for payroll purposes) can delay the hiring process by several weeks. Please plan accordingly.
- Please remember to submit your consent to the TB information release agreement in SHEP step #3 before visiting Student Health Services.
- Job Classifications:
  - Federal Work Study- Apply for Financial Aid (fafsa.ed.gov) for FWS eligibility.
  - Lab Aide- All CCSF students are eligible.
  - Grants/ CalWORKS/ EOPS - Please inquire within the department for eligibility requirements.
- Find employment through www.ccsf.edu/jobs or inquire in-person within the department before you process your Form I-9 with Student Employment.

Thank you for your interest in Student Employment!

www.ccsf.edu/shep
Please complete the Student Hiring Eligibility Process (SHEP) for on-campus student employment.

Log in to Web4 → Student Employment → Term → Complete SHEP steps 1 through 7, while seeking on-campus employment. Complete step #8 only after you have been provisionally hired by an employer.

1. Review/correct your personal information.
   - Birthdate
   - Address
   - Telephone

2. Make sure you meet the enrollment requirement. You must be enrolled at City College to work on campus.
   - Credit students must be enrolled in at least 6 credit units each semester (3 credits for Summer)
   - Non-credit students must be enrolled in 12 hours each semester (6 hours for Summer)
   - International students must be enrolled in at least 12 credit units each semester.

Credit units and Non-credit hours cannot be combined to meet the enrollment requirement. Your employment may be terminated automatically if you do not meet this criterion by the end of the fourth week of the semester.

3. Complete your Tuberculosis (TB) Screening and Clearance.

   Student Health Services will clear you for hire, in regards to TB screening. For them to do this, you must first read and agree to the release procedure in Web4:
   - TB Information Release Agreement.

   You are encouraged to complete the two step TB screening in eight working days. You may begin working after you have cleared your 1st TB screening, but your employment will be terminated automatically if you do not complete your 2nd TB test within one month of your 1st TB test. You will receive early termination if you do not complete the required 2nd TB test within one month of your 1st TB test.

   At this time, TB screening is free for enrolled credit students. Bring your CCSF photo ID with you to your appointment. More information about the TB procedure can be found on the Student Health Services website. Make an appointment for your TB screening:
   - Online: https://osh.ccsf.edu
   - Phone 415-239-3110
   - Student Health Services HC100

   OR you may schedule an appointment with your personal physician and take your results to SHS.

4. Document your understanding of the CCSF Sexual Harassment Policy.
   - You must read and agree to the CCSF Sexual Harassment Policy.

5. Document your employment history with the City and County of San Francisco or City College of San Francisco.
   - You must read and document your employment history on the Employment History Form.

6. Complete payroll related forms.

   All CCSF employees get paid by direct deposit or via Pay Card. You must have this information on file to get hired and paid by CCSF. In Web4 you can:
   - Submit or change your bank account information.
   - Choose to get paid via Pay Card instead of direct deposit.

   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 update your W-4 information on Web4.

   International students may only claim the status S-1 single with one exemption. They must also pay an additional withholding tax on a bi-weekly basis.

   If you do not have a social security number, for payroll purposes, you must first apply for one at any office of the Social Security Administration (SSA). The SSA’s San Francisco locations are:
   - 1098 Valencia Street
     San Francisco, CA 94110
   - 560 Kearny Street
     San Francisco, CA 94108

   Please call the SSA at 1-800-772-1213 (TTY 1-800-325-0778) between 7:00a.m. - 7:00p.m., Monday- Friday, for information on what documentation is needed by the SSA to apply for a social security card. Once you receive your Social Security Card, visit Admissions and Records (Conlan Hall 107) to update your student record with your new social security number. This must be done before you submit your Form I-9 to Student Employment.

7. Print the “Eligible for Hire” page.

   When you have successfully completed steps 1 through 6, click on the “Eligible for Hire” button in Web4. Print the page and bring it with you when you look for on-campus student employment.

   Note: On-campus jobs are listed at www.ccsf.edu/jobs.