**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](https://ocean.ccsf.cc.ca.us/banr/twbkwbis.P_WWWLogin).

Then go to:

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

**DIRECTIONS**

- Complete Numbers 1-8 while you are searching for a job.

- Complete Number 9 ONLY after you have been provisionally hired by an Employer. Your Employer will send you to the “Student Employment (I-9) Intake Office” listed in Number 9 below, and notify that office of their intent to hire you. The “Student Employment (I-9) Intake Office” will then complete the processing of your paperwork.

- CCSF may hire you only after you have completed the entire “Student Hiring Eligibility Process.”

**REQUIRED**

**1. Personal Information**

Review the information below for accuracy.

Birthdate:
Address:

**2. Enroll in at least 6 credit units.**

Do this as soon as possible. You must be enrolled 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.
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 complete your second TB test within one month of your first TB test.
   • 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.
   • 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 if you have worked in the past, or are currently working, for the City and County of San Francisco or for City College.
   • Document if you are, or are not, currently working for other departments within the City of San Francisco.

   Click here to read and document your employment on the Employment History Form.

6. Complete Payroll-Related Forms
   • All CCSF employees get paid by Direct Deposit or by Pay Card.

   According to our records you have checking account 0061293569 with Wells Fargo Bank (123456789). You may change this if you wish.

   Click here to submit or change your banking information.
   Click here to get paid via Pay Card instead of into your bank account.

   • All employees must complete a W-4 Employee Withholding Allowance Certificate. Click here if you wish to change federal and/or state tax withholding preferences (W-4).

7. Complete your I-9 Department of Homeland Security Employment Eligibility Verification
   • 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.

8. Print "Eligible for Hire" Page

- When you have successfully completed Numbers 1-7 above, click the PRINT button below. Be sure you have cleared all items except your “Hiring Confirmation.”

Click here to see your Eligible for Hire Page

- PRINT the page. Bring it with you when you look for on-campus student worker jobs. On-Campus jobs are listed at www.ccsf.edu/jobs.

9. After an Employer hires you, get your “Hiring Confirmation”

- 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.

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.

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

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