STUDENT HIRING ELIGIBILITY PROCESS (SHEP) FOR STUDENTS

For on-campus student employment, you must complete the Student Hiring Eligibility Process (SHEP) before being hired by your employer.

DIRECTIONS

Visit www.ccsf.edu/jobs to search for a student position on campus. While you are searching for a job, complete steps #1 through #8 below. Complete step #9 only after you have been provisionally hired by an employer.

NOTE: CCSF may hire you only after you have completed the entire Student Hiring Eligibility Process (SHEP), steps #1 through #9.

STUDENT HIRING ELIGIBILITY PROCESS (SHEP) STEPS:

Log in to Web4 using your User ID and PIN for an interactive version of these directions. In Web4, click on the “Student Services” tab and then click on the “Student Employment” link, select the current term, and follow the instructions below.

1. Personal Information

Review the information below for accuracy:

Birth Date: October 2, 1980
Address: 495 32nd Avenue
San Francisco, CA 94121
Telephone: (415) 555-0115

If this information is incorrect, please correct it on Web4 before proceeding to the next step.

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 (or 3 credit units in summer). Noncredit students must be enrolled in 12 credit units each semester (or 6 credit units in summer). If you are an international student, you must be enrolled in 12 credit units each semester.

You may be hired without having this minimum # of units during the first four weeks of the semester, but 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.

Student Health Services will clear you for hiring in regard to TB screening. In order for them to do this, you must agree by reading and agreeing 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.

To make an appointment for your TB screening, you can do one of the following:

- Make an appointment on-line at [http://osh.ccsf.edu](http://osh.ccsf.edu).
- Call (415) 239-3110 to schedule an appointment by phone.
- Visit the Student Health Center at HC 100.

TB screening is free for enrolled credit students. Bring your CCSF photo ID with you to your appointment.

Complete directions on the TB procedure can be found on the Student Health Services website.

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.

You must read and document your employment history on the Employment History Form.

- Respond with “Yes” only if you have previously worked or are currently working for City College of San Francisco (other than as a student worker) or the City or County of San Francisco (civil service).

6. Complete payroll-related forms.

All CCSF employees get paid by direct deposit or via Pay Card. You must have this information on file in order 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 into your bank account.

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.
7. Complete your Employment Eligibility Verification (Form I-9).

Obtain the Employment Eligibility Verification (Form I-9) on Web4 and complete these steps:

- Read pages 1-6. Review page 9 for a list of acceptable 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 and 8. Complete only the top section of Form I-9 (Section I).

8. Print the "Eligible for Hire" page.

When you have successfully completed the steps above, click the button below. Print the page and bring it with you when you look for on-campus student employment. On-campus jobs are listed at [www.ccsf.edu/jobs](http://www.ccsf.edu/jobs).

9. Once you have been offered an on-campus job, take your Form I-9 and the appropriate documentation to Student Employment.

- Read page 9 of the Form I-9 for the list of acceptable documents 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.
- Complete only Section I on your Form I-9 and bring the form and the appropriate documentation to the Student Employment Office in the Student Union (Room 205). Copies of documents will not be accepted.
- Form I-9s are processed by appointment. To schedule an appointment, email studentemployment@ccsf.edu.

NOTE: If you are an international student, you must visit the International Students Office (Cloud Hall C212) to obtain your International Student Employment Authorization Form. If you do not yet have a social security number, you must first apply for one at the Social Security Administration (SSA) at one of the following locations:

- 1098 Valencia Street
  San Francisco, CA 94110

- 560 Kearny Street
  San Francisco, CA 94108

Please call the Social Security Administration at 1-800-772-1213 (TTY 1-800-325-0778) between 7am to 7pm, Monday through 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 & Records (Conlan Hall Room 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.

Find more information for international students at [www.ccsf.edu/international](http://www.ccsf.edu/international).