

Student Employee Checklist for International Students

Congratulations on your offer of employment! We look forward to working with you. Follow the steps shown below before starting your job, and keep this information for future reference. **Your employment cannot begin before these steps have been completed.**

Before beginning your job, follow these steps:

- ☐ **If you do not have a Social Security card, apply for one as soon as you can.** For information about how to apply for a card, contact the Social Security Administration by calling (877) 531-4695. During your appointment with the Social Security Administration, ask for a receipt/letter to document that you have applied for a card. You must send a copy of your receipt to studentemployment@apsu.edu to proceed with the employment process
- ☐ **If you received previous payment(s) through the Austin Peay State University payroll, email studentemployment@apsu.edu or call (931) 221-7619 to confirm that your employment documentation is up-to-date.**
- ☐ **Look for an email from i9success@truescreen.com. The subject line will be “i9success I-9 Request.” Follow the directions to complete Section 1 of the online Form I-9. You must complete this step before visiting Human Resources.** Refer to your email from i9success@truescreen.com for details as you complete Section 1, and remember to submit your form. If you need assistance with Section 1 of the online I-9, contact a Truescreen support representative by calling 800-803-9042, Extension 2006.
- ☐ **If you will be working with minors (persons younger than 18), a background check and fingerprints will be required. If you WILL BE working with minors, follow the additional steps shown below. If you WILL NOT be working with minors, skip this step and prepare to visit Human Resources.**
 - Look for an email from applicationstation@truescreen.com. The subject line will be “Background Investigation Forms Requested.” Follow the directions to provide the requested information.
 - Go to the APSU Campus Police Department in the Shasteen Building to get a fingerprint card. Fingerprinting services are available on Mondays through Fridays from 2:30 to 4 p.m. For more information, call (931) 221-7786. Deliver your card to your supervisor. The Campus Police Department will deliver a card to HR for your personnel file.
- ☐ **Prepare for your visit to the Office of Human Resources. Review examples of acceptable I-9 document(s) accessible at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>, and gather your original documents to show to an HR representative. Remember to fill out Section 1 of the online Form I-9 before visiting HR.** Completing the Form I-9, Employment Eligibility Verification, is a federal requirement. You must show documentation to establish your identity and employment authorization. After reviewing the lists of acceptable documents, gather the original documents you plan to show to an HR representative. As required by the Department of Homeland Security, your documents must be original and unexpired. Copies are not acceptable.
- ☐ **Prepare to take the documents you selected for Section 2 of the I-9 along with your passport, visa, I-94, and I-20 to Human Resources so that your personnel file can be created.**

- ☐ After completing Section 1 of the online Form I-9, go to Human Resources with your original—unexpired—documents for Section 2 of the form. Remember to take your passport, visa, I-94, and I-20 so that your personnel file can be created. During your HR visit, fill out the designation of beneficiary/policy review form (available in HR) and show an HR representative your original documents. Human Resources is located in the basement of the Browning Building (Room 7) and is open on Mondays through Fridays from 8 a.m. to 4:30 p.m. Please allow approximately 15 minutes for your visit.
- ☐ Wait to receive a student employment authorization email from studentemployment@apsu.edu before starting your job. ***Do not start your job—even to attend orientation/training—before receiving an employment authorization email from studentemployment@apsu.edu.*** The subject line of your employment authorization email will be “Student Employment Authorization,” and your supervisor will receive a copy. To maintain federal compliance, you must provide all required employment documentation and receive written authorization from studentemployment@apsu.edu before attending orientation/training or starting your job. Noncompliance subjects the university to fines and penalties.

After receiving your employment authorization email, follow these steps:

- ☐ Meet with your supervisor to share your email authorization and coordinate a work schedule.
- ☐ During your meeting with your supervisor, select a time to attend your Student Employment New Hire Orientation, Preparing Professional PEAYple. Attend this required training during your first two weeks of employment. Register in Jobs4Govs under “Events” or by accessing <https://apsu-csm.symplicity.com/students/app/events>.
- ☐ Set up your direct deposit for payroll via Web Self Service of OneStop. Directions are accessible at <https://www.apsu.edu/business-services/payroll/documents/DirectDepositInstructions.pdf>.
- ☐ See Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, accessible at <https://www.irs.gov/pub/irs-pdf/f8233.pdf>. Update your W-4, Employee’s Withholding Allowance Certificate by accessing Web Self Service of OneStop. Go to the Employee tab and select Tax Forms and W4 Tax Exemptions or Allowances. Next, select Update and scroll to the bottom of the form. Check the box to the right of Nonresident Alien and select Certify Changes. Please note that the default filing status for the W-4 is “Single.” If you have questions, contact Payroll Services by emailing payroll@apsu.edu.
- ☐ Enter your United States mailing address in Web Self Service via OneStop by accessing the Personal Information tab. Select Update Addresses and Phones. Next, select Mailing as the type of address to insert. Click current, enter your address, and click Submit.
- ☐ Complete the FERPA training and quiz accessible at <https://www.apsu.edu/human-resources/ferpa-training>. All employees must complete annual training on the Family Educational Rights and Privacy Act (FERPA). Please read the training information and take the quiz as promptly as possible.
- ☐ Review the information accessible at <https://www.apsu.edu/human-resources/neo/student>, and keep it for future reference.