

Quick Guide to Student Employment

Calendar Year (January 1 – December 31)
Fiscal Year (July 1 – June 30)
Academic Year (roughly September – August)

TYPES OF FUNDING:

- Federal Work Study Program – also referred to as FWSP
- Institutional Funds – also referred to as Regular Funds (RF) or Departmental Funds

STUDENT EMPLOYMENT FORMS:

- **Certification** – used to certify student workers under FWSP or RF. FWSP certifications only available in Financial Aid Office. Department and student complete together.
- **W-4** – Federal tax form. Student completes.
- **L-4** – Louisiana state tax form. Student completes.
- **I-9** – Federal form used for employment eligibility verification. Must attach copies of supporting documents used in verification. Student completes Section 1, department completes Section 2.
- **Foreign National Data Collection Form** – used to collect required International student data such as immigration status, log of visits to U.S., and to determine if/when a student has met guidelines for declaring their own tax withholdings versus the standard \$33.10 withholding of Federal tax. Must attach copies of supporting documents listed in the top paragraph on form. Student completes.
- **Drop form** – used to remove a FWSP or RF student worker's certification from department ANY TIME a student's employment is discontinued or they are transferred to another department code. Department completes.
- **Pay Increase Form** – used to increase FWSP or RF student worker's pay. Department completes.
- **Request to Change Student Worker Certification** – ****NEW FORM**** used to change a student worker's certification from RF to FWSP, from FWSP to RF, or from RF to another RF code. Examples: student runs out of FWSP funds and is switching to RF; employed RF student awarded FWSP; employed RF student changing from expired grant to another RF account.

STUDENT WORKERS WHO ARE U.S. CITIZENS:

- Annually complete each academic year if student is a returning student worker:
 - **Certification** (used to recertify FWSP or RF students for new academic year IF had previous employment with department)
- If new student/not been employed in the previous or current academic year, complete:
 - **Certification**
 - **W-4**
 - **L-4**
 - **I-9**

STUDENT WORKERS WHO ARE NOT U.S. CITIZENS:

- Complete for each employment:
 - **Certification**
 - **W-4**
 - **L-4**
 - **I-9**
 - **Foreign National Data Collection Form**
- Must have a valid Social Security card with authorization to work **BEFORE** employment begins