



Northern California Conference of Seventh-day Adventists
P.O. Box 619015, Roseville, CA 95661 • www.nccsda.com/humanresources
Phone (916) 886-5663 • FAX (888) 609-3904 • hr@nccsda.com

NEW STUDENT EMPLOYEE CHECKLIST

For all Church and School Student Employees under 18 years of age

Employee Name: _____ Date: _____

Place of Employment: _____

Please follow the directions stated for each form or step and submit the forms and proof of completion to the Human Resources Department. Please check the "Who" in each section below to see which forms or steps are required for a particular employee.

All required documents must be completed and employment clearance received before the employee begins work. Processing of new employee paperwork may be expedited by e-mailing or faxing completed forms to the Human Resources Department at hr@nccsda.com or (888) 609-3904.

Keep a copy of all forms for your records until you receive an Employment Clearance Form from Human Resources.

☐

PERSONNEL ACTION REQUEST

Who: To be completed by administrator or other authorized employee for all new employees.

Procedure: Completed and signed by administrator (e.g. principal, treasurer, business manager). Board approval is generally not required for approval of student employment. Include the name of employee, status, pay rate, percentage of full time, starting date and local NCC entity name. This form is also used to report changes in status, such as pay increases or terminations.

☐

SOCIAL SECURITY CARD COPY

Who: All employees.

Procedure: A copy of the employee's Social Security Card is required for payroll processing. Please note that the employee's name on the W-4 form must match the name on the card and that payroll checks can only be issued using the name printed on the card. In the event of a lost card or name change due to marriage, divorce, etc., refer the employee immediately to the nearest Social Security office for a replacement card. A copy of the receipt for the issuance of a new card is acceptable in place of a copy of the card.

☐

EMPLOYMENT ELIGIBILITY (I-9 FORM)

Who: All employees.

Section 1 - Employee completes, signs and dates

Section 2 - Employer completes with documentation provided by employees, then signs and dates

Procedure: Employee completes and signs and dates Section 1 and presents his/her ID for verification.

Section 2 is completed and signed by the school employer representative on-site who witnesses the new employee's ID documentation (not a fax or copy) chosen from the lists on the back of the I-9 form (One item from list A, or one item EACH from lists B and C). If the employee is not a U.S. citizen or permanent resident, please provide us with a copy of the employee's visa and work authorization so we can verify and help keep track of the effective dates.



Northern California Conference of Seventh-day Adventists
P.O. Box 619015, Roseville, CA 95661 • www.nccsda.com/humanresources
Phone (916) 886-5663 • FAX (888) 609-3904 • hr@nccsda.com

☐

NEW EMPLOYEE DATA COLLECTION FORM

Who: All employees.

Procedure: Completed and signed by employee.

☐

W-4 FORM

Who: All employees.

Procedure: Verify that items 1, 2, 3 and 4 are complete and that either item 5 or 7 are completed, NOT BOTH. Also verify that the employee has signed and dated the form.

☐

DE-4 FORM

Who: All employees.

Procedure: Verify that personal information is complete and refer to directions on form if filing as exempt. Also verify that the employee has signed and dated the form.

☐

APPLICATION FOR EMPLOYMENT

Who: Having student employees complete an employment application is optional with the school.

Procedure: Completed and signed by applicant during selection process.

☐

STUDENT WORK PERMIT

Who: All employees who are under 18 years of age.

Procedure: Employee obtains an application for work permit from school of employment or the local school district office. Employee completes and signs employee section and has parent or guardian sign to indicate consent. The student's school representative completes employer's section. Employee then takes completed application back to school district office which issues work permit. Note: Some Conference academies are authorized to issue student work permits and so students at those schools can obtain their work permit from the academy office rather than the local school district office.

☐

DIRECT DEPOSIT AUTHORIZATION FORM

Who: All employees.

Procedure: Employee completes and signs the form and attaches a voided check OR, select decline deposits and complete with signature and date.

If you have any questions or need additional assistance in completing any of the above forms or steps, please contact the Human Resources Department by phone at (916) 886-5698 or e-mail to hr@nccsda.com.