

## **EMPLOYMENT FORMS AND REQUIRED DOCUMENTS:**

**Employment Forms:** Student employees must report to the Student Employment Office prior to their first day of work to complete all necessary hiring forms. The student employee must not accrue work hours until he or she has completed all necessary hiring forms. The completed form must be submitted to payroll within 48 hours of the Student Assistant's start date. It is critical that all hiring documents are dated with the same date. That date must be on or before the student employees first day of employment.

It is the policy of the university that all individuals must sign the State Oath of Allegiance, (unless a non-citizen) and Patent Agreement prior to commencing employment. Supervisors are responsible for assuring that work is not performed prior to Employing Department's employment authorization. The individual is not an employee of the university until the Oath and the Patent Agreement are signed. If employment forms are not completed before work commences, damage payment forms will need to be completed by the Employing Department, and the student's paycheck will be considerably delayed.

**Immigration Reform and Control Act of 1986:** In accordance with the Federal Immigration Reform and Control Act of 1986, no one will be hired or re-hired for any UC Merced position without providing documentation to establish proof of identity and employment eligibility. Students must be prepared to show the Student Employment Office original documents, and provide those documents before they will be allowed to sign university employment forms. Column A documents will satisfy requirements for both identity and employment eligibility. In lieu of Column A documents, hired individuals must supply one of the documents listed in Column B along with one of the documents listed in Column C.

**Immigration & Naturalization Service's Form I-9:** Under the Federal Immigration Reform and Control Act of 1986, employers must certify that anyone they hire is legally entitled to work in the U.S. This law applies to EVERYONE, native-born U.S. citizens as well as immigrants, foreign visitors, and naturalized citizens.

Whether a student intends to work on- or off-campus (anywhere in the US), s/he must provide documentation of eligibility to work before s/he can be hired or re-hired. No one will be hired or re-hired at UC Merced for any position, including academic appointments, without proof of identity and employment eligibility. To avoid delays in hiring dates, late paychecks, etc., please visit the link below for the I-9 form and the list of acceptable documents.