Student Worker/Work Study Student
New Hire Instructions

The following addresses the employment of students 16 or older within Eugene School District.

1) **The process of hiring a student should be completed from beginning to end collaboratively between the 4Jhiring administrator/supervisor and the School Coordinator.** Administrators/supervisors should work with School Coordinators through the hiring process and employment of students.

2) **The District may not hire any student under 16 years of age.** 4J is authorized to employ students who are 16years of age or older.

3) **Student workers and work study students can work no more than 44 hours per week. They can workwhether school is in session or not, but not during summer break.**

4) **Students may not begin working until all paperwork and fingerprinting is complete.** Human Resources (HR) must receive all required paperwork and the paperwork must be complete and faccurate before a student can begin working. HR must receive originals, not copies.

The hiring administrator/supervisor and the School Coordinator will receive acknowledgement from HR oncepaperwork/fingerprinting has been received and checked for accuracy/completed. Students are **NOT** to start work until the hiring administrator/supervisor and the School Coordinator have received the **"Acknowledgement for Students to Start Work"** email from HR.

The hiring process includes the following:
- **Badge:** Picture taken for 4j badge
- **New Hire or Assignment Change Form** – completed by 4J hiring administrator/supervisor
- **New Employee Information Sheet** – completed by student
- **EEO Equal Employment Opportunity Form** – completed by student
- **FERPA – Statement of Understanding** – signed by student and 4J hiringadministrator/supervisor
- **POLICY 4J – memorandum**
- **Child Abuse & Sexual Conduct Disclosure Release**
- **Criminal History Verification**
- **Fingerprinting** – scheduled, completed, and paid for by 4J athttps://www.fieldprintoregon.com/ **Payment Options for Fingerprint-Based Criminal History Verification Processing** – completed and paidfor by paid by the hiring school/department. Hiring schools or departments will be required to provide anaccount number to the Program Coordinator to charge when hiring a student worker.
- **PERS** Notice of Employment
- **I-9 Employment Eligibility Verification** – completed by student and School Coordinator
- **W-4 Federal** - Employee's Withholding Allowance Certificate – completed by student
- **W-4 Oregon** - Employee's Withholding Allowance Certificate – completed by student
- **Direct Deposit** - Payroll Authorization with voided check (optional) – completed by student
- **Time Sheet** - memorandum

Fieldprint Fingerprinting	Before you can start working, you must schedule and complete a fingerprint scan at Fieldprint Fingerprinting. You should receive an email from your School Coordinator with the following instructions:
	
	• Go to: https://fieldprintoregon.com/
	• Click on "Schedule an Appointment"
	• Enter your email address under "New Users/Sign Up"
	• Click "Sign Up"
	• Follow the instructions for creating a Password and Security Question, then click "Sign Up and Continue"
	• Enter the following Eugene School District Fieldprint Code: ***FPEugeneSD4J***
	• Enter the required contact and demographic information:
	    ○ Name
	    ○ Alias (if any)
	    ○ Country of Citizenship
	    ○ Social Security Number
	    ○ Date of Birth
	    ○ City & State of Birth
	    ○ Sex/Gender
	    ○ Race
	    ○ Height
	    ○ Weight
	    ○ Eye Color
	    ○ Hair Color
	    ○ Home Address
	    ○ Work/Office Address
	    ○ Phone Number
	    ○ Email Address
	• Schedule your fingerprint appointment at one of these locations:
	    ○ 1292 High St, Eugene: Mon-Fri 10:00 AM - 5:50 PM; Sat 11:00 AM - 3:00 PM
	    ○ 1146 Mohawk Blvd, Springfield: Mon-Fri 9:20 AM - 4:40 PM
	• During this process, you will need the District's "Institution ID #" which is: ***2082***
	• Also, during this process, the hiring school/department must pay $12.50 using a debit/credit card.
	• At the end of the process, print your confirmation page.
	• Take the confirmation page with you to your fingerprint appointment, along with two forms of identification:
	    Acceptable primary IDs include:
	        ○ State-issued Driver's License
	        ○ State-issued Non-Driver's License ID Card
	        ○ U.S. Passport
	        ○ Military Identification Card
	        ○ Work Visa w/ Photo
	        ○ DOD Common Access Card
	        ○ Foreign Driver's License
	    Acceptable secondary IDs include:
	        ○ Credit Card
	        ○ Bank Statement
	        ○ Electric Bill
	        ○ Birth Certificate
	        ○ Marriage Certificate
	        ○ Citizenship or Naturalization Certificate
	        ○ School ID w/ Photograph
	        ○ Vehicle Registration/Title
	        ○ Voter Registration Card
	        ○ Bank Statement/Paycheck Stub
	        ○ Draft Record
	        ○ Native American tribal document