MSU must verify that student employee earnings turned into the IRS are recorded under the correct social security number and name. In an effort to save staff and students time in processing student employees for payroll, the following procedures are now in effect:

**New Student Employees**: If the new student employee has a social security (SS) card, the hiring department must verify in EBS that the student’s social security number and name are correct/same as on the social security card. You will enter the number in EBS & check the name verified box on the hiring form.

If the new student employee has a SS number but does not have the SS card:

- The student is given 3 weeks to obtain a duplicate card and can apply on line or at the Social Security Admn Office, 5210 Perry Robinson Ct. (2 blocks west of Cedar off Jolly Rd).
- The student must bring their duplicate SS card to the hiring department when she/he receives it, and have the department fax a copy of the card to Student Employment at 2-3862 or deliver a copy to the Student Employment office.
- If the student does not bring their card within 3 weeks, the student’s position(s) will be terminated.

**International students without Social Security Number - First time Hire at the University**:
The department should complete and print the "Social Security Letter for F-1 or J-1 Students" form on the OISS website.

- The student takes the signed "Social Security Letter for F-1 or J-1 Students" form to OISS and an OISS staff member will sign the form verifying that the student has met enrollment requirements and completed the proper paperwork for employment. (May include completing the I9.)
- The student goes to Social Security Administration with all required paperwork and applies for a new SS number. International students can apply for a SS number at the Social Security Administration Office after being in the U.S. for 15 days. They cannot apply online.
- The student takes the receipt from the Social Security Administration and the original I-9 form back to the hiring department.
- The hiring department submits the original I-9, the receipt from Social Security Administration, and the International Hire Form on the HR website to MSU Student Employment, 110 Nisbet. Student Employment will complete the hire transaction and notify you when the student may begin working.
- The student CANNOT work until you have been notified that the student has been processed in EBS.
- Once the student has received their SS card, the department needs to fax a copy to Student Employment at 2-3862.

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