

To: ALL DEPARTMENT HEADS  
From: FINANCIAL AID OFFICE

The Immigration Reform and Control Act of 1986 requires all new employees, including student workers, to complete W-4 forms and I-9 forms and submit all specified documentation for verification by a college official or employee. Packets include the student employment contract, federal and W-4 forms, FERPA form, I-9 form, and direct deposit instructions (optional), which are located in Public Folders under Student Employment.

The student completes the top portion of the I-9 form. Employer (department head) completes the signature and employer boxes in Section 2 of the yellow Form I-9 and requests identification documentation from the student. If a passport, certificate of naturalization, green card or foreign passport is used for documentation from List A, no other items need to be verified; however, if an item from List B is used, you must also verify documentation from List C.

Forward the contract, I-9 form, identification documents, FERPA form, and W-4 forms to the Financial Aid Office. Please make sure all forms are signed and completed. No student will be employed until this information is obtained and processed. Failure on our part to comply will place JJC in a position of liability with the U.S. Government.

Submit direct deposit information to the Payroll Department.

**A student who has worked, or is working, in another department and has filled out the above information need only fill out a student employment contract and the FERPA form. Submit both forms to the Financial Aid Office.**

**STUDENTS PLEASE READ: Student workers placed on Academic Probation, in accordance with the JJC Academic Standards of Progress Policy, will be suspended from employment. Students may be considered for rehire after their GPA meets or exceeds the required level to be in good academic standing.” Refer to the student worker manual located on the link: <http://www.jjc.edu/info/careers>. Click on Student Employment; scroll down to Student Employment Supervisors’ manual.**

### **CDR George E. Vitoux Work Scholarship**

**Award:** Determined by student, the amount equal to twice the earnings credited.

**Description:** This scholarship is for any Joliet Junior College student worker, with preferences being granted to those planning to transfer to the University of Illinois as an advanced undergraduate, who designates a payroll deduction to be deposited with the Joliet Junior College Foundation in an account, which will be awarded in an amount equal to twice the earnings credited. *If a student wants \$4,000 for use at the University of Illinois, he/she would be employed under a Vitoux Work Scholarship at JJC and credit \$2,000 of earnings to the Vitoux Fund. Upon admission to the University of Illinois, tuition payments would be made to the University at the request of, and in behalf of, the student until \$4,000 has been expended.*

**Application:**

**Selection:** In the final selection process, preference would be given to those eligible applicants applying to the University of Illinois, although any eligible “needy, deserving student” could apply.