**We are excited to have you join us in the Clemson Libraries!**

Prior to your first day of work, you will need to make an appointment with me to complete an employment verification form (I-9 form). You can contact me by phone at (864)656-XXXX or by email at XXXXXXX@clemson.edu.

This email contains important information that is pertinent to your employment – please read it carefully.  The documents attached to this email are required for employment.  Please complete each document (according to the instructions below) and bring them with you when we meet (***do not email the documents back to me***). You will also need to bring identification documentation. I have attached a document that provides a list of acceptable documents. From the list, you will need to bring either 1 **original** document from list A **or** 1 **original** document from list B and 1 **original** document from list C. If you choose to bring one of the acceptable documents from list A we also ask that you bring your **original** social security card. The Social Security Administration requires employers, including Clemson University, to enter all employee names into the payroll system as it appears on the employee’s social security card. To ensure we are in compliance with this requirement, I will be making a copy of your card.

Also attached is a copy of the Student Employment Policy Summary and an Important Payroll Information sheet. Please read both carefully. The Student Employment Policy Summary familiarizes you with an important Clemson University employment policy and timekeeping requirements. The Important Payroll Information sheet will provide instructions for setting up your password and determining your primary user name (if you have more than one,  setting up your Direct Deposit, changing your W-4 tax withholding, how to view your paystub, and signing up to receive your W-2 tax form online (if desired).

**Documents for you to complete:**

**I-9 Form**

Complete Section 1 (Employee Information and Attestation), indicate your citizenship, and sign and date the form in the Signature of Employee and Date boxes.  Bring this completed form with you when we meet.

**Student Data Sheet**

Complete all of the information on this form and bring it with you when we meet.

**Undergraduate student worker** or **Graduate Hourly Student Worker Guidelines:**

**1. Student workers should not exceed work hour limitations:**

-  28 paid service hours per week/20 paid service hours per week for international workers,

- Special provisions may apply for camps/seasonal programs meeting specific criteria

**2. Undergraduate and Graduate Hourly Student workers must accurately report hours worked:**

**Kronos:**

-  Log in to [Kronos](https://clemson.kronos.net/wfc/applications/wtk/html/ess/quick-ts.jsp?transfer=yes) daily to clock in and out to capture your work hours.

                [Instructions](http://media.clemson.edu/humanres/aca/RA_GA_Time%20_Capture.pdf)

1. Click link

2. Enter ID and password

3. Enter hours worked

4. Click submit