



Brigham Young University
 Department of Chemistry and Biochemistry
 Recommendation for Action Hiring Form
 International Student

Section 1. Employee Information

Instructions for Employee: Please fill out all information. Please select your Enrollment Status. Please review the Nepotism, BYU Employment, Church Employment Policies, along with I-9 Verification, Affordable Care Act, Graduation Termination, and Department Policies. Once this portion is complete, your supervisor will need to fill out the remainder of this form. Bring completed form to The Chemistry Business Office, Nicholes Building. You may not work until you receive an authorization from The Chemistry Business Office.

Name _____ BYU ID# _____
 Last Name First Name Middle Initial

Eligibility (check one)

Must be a current BYU Student and meets one of the following requirements:

- Enrolled in at least 12.0 credits.
- Yearly Vacation Period (must be approved each year with International Office) Student must still be enrolled for 12 Credits for following semester.

Employment (check all that apply)

- Nepotism Policy:** I am not related to anyone who will supervise my work.
- BYU Employment:** I have worked on BYU Campus within the past year.
- Church Employment Policy:** I have not worked for any other church affiliated employer (Bishop's Storehouse, Deseret Book, DI, etc.) If yes, please check box if you have been terminated from this position.

BYU Employment Policy

I-9 Verification: "Federal immigration regulations require each employee hired in the United States to prove their identity and eligibility to work by completing a Form I-9 at the time of hire. The Form I-9 must be completed on or before the employee's first day of work." *Effective August 1, 2009 a \$100.00 will be assessed for each late I-9.*

(<http://www.byu.edu/hr/employees/procedures/hiring-employment-procedures/i-9-procedures>)

Affordable Care Act (ACA): During Fall/Winter semester, employees may work 20 hours per work week, Saturday (12:01 AM) through Friday (12:00 Midn ight.) During Spring/Summer semester, international student employees may be eligible to work over 20 hours if they are on their **approved** break, and the average hours are below 20. *International Students must NOT exceed twenty hours per week while school is in session. Any violation of this policy, by any amount of time, will result in immediate termination of the student's employment and may result in deportation.*

Graduation Termination: International Students that are graduating must end their work responsibilities the day of graduation.

Chemistry Department Policy: No student employee may begin working until an authorization email is received, by the employee, from the Chemistry Business Office.

Section 2. Supervisor Information

Instructions for Supervisor: Please fill out the information below. Please note that neither the employee nor the Chemistry Business Office may select a pay rate for your employee. Please select pay rate, or assign pay raise, based on class work or experience (cannot be combined.) Pay rates **must be** initiated by the supervisor. Once form is complete please return via email or to our office. Potential employee must visit the Chemistry Business Office once this form is complete, to begin the hiring process. Do not let your employee work until an authorization has been received.

Hiring Information

<input type="checkbox"/> New Hire (Must use current or future date.)		<input type="checkbox"/> Job Edit (May back date to start of current pay period.)		Job Title	
Effective Date		Pay Rate**		Please check one. If not listed, please check "other" and specify appropriate job title below	
				<input type="checkbox"/> Research Assistant <input type="checkbox"/> Web Developer	
Account Information		<input type="checkbox"/> **Check if Account is a Federal Grant (starts with R01)		<input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Computing Specialist	
				<input type="checkbox"/> Stockroom Clerk <input type="checkbox"/> Office Specialist	
Operating Unit		Account		<input type="checkbox"/> Lab Assistant <input type="checkbox"/> Other	
Supervisor Signature		Current Date		If checked "other" please specify job title below	

Business Office Use Only

- I9 Ok
- Approved by Student Employment
- Authorization Email Sent
- I9 Not Ok
- Authorized by Student Employment
- Payroll/ACA/Timecard Email Sent