

Employment Documentation For Summer Casual Employees

- **Application for Employment required; Resume optional**
- **I-9 Form** – Employees will be required to complete an Employment Eligibility Verification Form, known as Form I-9, attesting that they are either U.S. nationals or aliens authorized to work in the United States. They will be required to produce original, unexpired documents (i.e. passports or driver's license/social security card) to establish their identity and employment eligibility within **three** business days of the date employment begins. Please note: if you have your summer hire complete the new employee packet in your presence, you must sign as the authorized representative on their I-9 form as verifying the appropriate identification. Please attach copies of the ID(s) to the I-9 form and send to HR along with the completed new hire forms.
- **Federal and State Tax Withholding Forms** – Employees will be required to complete a Federal W-4 form and a State M-4 form.
- **Employment Certificate** – Massachusetts law requires that prior to being employed, a 16 or 17 year old minor must obtain an Educational Certificate from the school department verifying that the minor child has completed at least a 6th grade education. This certificate must be kept in the employee's personnel file and returned to the issuing school department upon termination of employment. Please ask the student to provide us with this employment certificate **before** the first day of employment.
Please note – it is the College's current practice to hire individuals 16 years of age and older.
- **Time/Hour Restrictions** – By state law, minors 16 – 17 yrs. of age are limited to working:
 - No more than a 9-hour workday
 - No more than 48 hours in a week
 - No more than 6 days per week
 - Between the hours of 6 AM and 10 PM
- **Payroll** – Payroll period ends on Saturdays and employees are paid the following Friday (bi-weekly). All employees are required to enroll in the College's direct deposit program when hired.
- **Driver Credentialing** – All drivers of college-owned, leased or rented vehicles must be credentialed. The credentialing policy also pertains to all drivers of motorized equipment and/or unregistered equipment owned by the College. Summer employees who will be required to drive and/or operate college-owned vehicles/equipment must become a credentialed driver. Please refer to https://www.fivecolleges.edu/riskmgmt/policies/driver_credentialing for the driver credentialing policies and documents. For additional information on this program, please contact Marge Dunelew, Procurement and Auxiliary Services Director at mdunelew@hampshire.edu or x5602.