Student Employee Handbook
Introduction

This handbook is intended to provide guidelines for student employees of Guilford College. This handbook is not intended to constitute a contract or create legal obligations between Guilford College and any of its student employees. Employment at Guilford College is “at-will” meaning that either the employer or employee may end the employment relationship at any time for any legal reason. Student employees are expected to be familiar with, and comply with Guilford College student employment policies, as well as all policies outlined in the Guilford College Student Handbook.

All students are encouraged to take advantage of Work-Study or Non Work-Study employment while enrolled as a student at Guilford College. Employment at Guilford College provides students with opportunities to explore career paths, improve interpersonal and communication skills, enhance professionalism, and develop various skills. For many students, a Work-Study and/or Non Work-Study job is their first opportunity to build and develop these professional skills that can be later utilized in internships and life after graduation.

It is the student’s responsibility to take initiative in seeking out and applying for available positions. Positions may require resumes, cover letters, letters of reference and interviews during the hiring process. Work-Study and Non Work-Study positions can be found on campus and typically run the course of the academic year. Work-Study and Non Work-Study positions allow students to work and apply earnings towards tuition or keep for their personal expenses. Searching for student employment opportunities begins by visiting https://guilford.peopleadmin.com/.

Guidance for Students Seeking Employment

How to Find a Job

All available student employment postings are required to be posted on the Guilford College website: https://guilford.peopleadmin.com/ Student jobs are posted on the site prior to the start of fall/spring orientation.

Guilford College’s student employment application process is completely online. Once a student has found a position(s) that s/he is interested in, the student then must apply for the position(s) online, using the Guilford College employment website.

The Career Development Center

Students are encouraged to visit the Career Development Center in order to prepare a resume or to receive a resume review prior to the job search. Feel free to visit the CDC while on campus, via email careers@guilford.edu or call 336-316-2187. CDC offers an on-campus employment fair in the fall that connects students with a wide variety of departments on campus that are hiring in the fall. As students prepare for this event, we strongly encourage them to visit the CDC for a quick review. The process of
getting a job on campus is great practice for what students will experience as they enter the post-college world of work, and the CDC department assists students as they make the most of this experience.

**Eligibility Requirements for Student Employees**

Guilford College students enrolled at least half-time in a degree seeking program are eligible to participate as a Work-Study and/or Non Work-Study student employee.

Individuals who have graduated from Guilford College, or are on a leave of absence from Guilford College, have withdrawn, or have been administratively withdrawn, are not eligible to work as student employees. Such individuals must stop performing any student employment when they cease being enrolled as a Guilford College student.

**International Students**

Students in the United States on an F-1 Visa are expected to have sufficient funds so that employment is not required. With approval of the international student advisor, students on an F-1 Visa may work on campus as long as it does not interfere with academic work. These students may not work more than 20 hours per week when college is in session, but can work full-time during holidays and summer vacation. Such individuals cannot work off-campus without permission from the Immigration Service and a recommendation from the international student advisor. Under extreme circumstances, such students may be eligible for employment based on economic hardship. This program requires an application procedure. Please check with the international student advisor regarding all employment questions.

International Students who wish to participate as a student employee must be authorized to work in the United States. International students must also complete an I-9, W-4, NC-4 and NC new hire reporting form, and all of these forms require a social security number. To obtain a Social Security Number, the student must be hired by an on-campus department.

**Required Forms**

Before new student employees are authorized to work in any position(s), they must first complete the following forms:

- **I-9 Form** United States Citizenship and Immigration Services form I-9 is the Employment Eligibility Verification form. This form verifies that an individual is legally eligible to work in the United States. To determine Eligibility to work, students must provide acceptable documentation. Documents presented to complete the I-9 form must be originals. Faxes, emails or photocopies cannot be accepted. Laminated Social Security Cards cannot be accepted if the card states on the back “Not Valid if Laminated.” Lamination of such cards renders them invalid. Metal or plastic reproductions of Social Security cards are not acceptable.

- **W-4 form** W-4 is the Federal Employee’s Withholding Allowance Certificate. This form determines how much Federal income tax is withheld from an employee’s paycheck each pay period. The
“exempt” status is only allowed for one year. Students who claim “Exempt” are required to complete a new W-4 at the beginning of the next calendar year if exempt status is to remain. International students cannot claim “exempt” status on the W-4 form. The Office of Human Resources cannot provide students with advice regarding their tax exemptions. Students should fully read and understand the form before filling it out. Students needing further advice regarding tax status may consult with a certified public accountant or tax specialist.

- **NC-4 form** NC-4 is Employee’s Withholding Allowance Certificate for North Carolina. This form determines how much North Carolina income tax is withheld from an employee’s paycheck each pay period. If an employee does not provide a new NC-4 to their employer, the employer is required to withhold based on single with zero allowances. The Office of Human Resources cannot provide students with advice regarding their tax exemptions. Students should fully read and understand the form before filling it out. Students needing further advice regarding tax status may consult with a certified public accountant or tax specialist.

- **Authorization Agreement for Automatic Direct Deposits** All student employees of Guilford College are required to supply the Human Resources Department with their banking institution name, routing/ABA/Transit number and account number for direct deposit.

- **College Policy and Procedure on Drug Abuse** All student employees of Guilford College are required to read and sign the policy that applies to all employees of the college.

- **North Carolina New Hire Reporting Form** North Carolina employers are required to report certain information about employees who have been hired.

- **Student Employee Handbook Receipt Acknowledgement and Statement of Understanding** Student employees are to sign and date form...

**Payroll Policies and Procedures**

Student employment pay periods begin on the 15th and ends on the 14th. Student employees are typically paid on the 1st of the following month, depending on the calendar. Payroll dates are listed on the Human Resources department page of Guilford.net. Student employee’s first paycheck is always a paper check while banking information for direct deposit is processed. In order to be paid on time, student employees must follow these instructions:

- Banner web timesheets must be completed and submitted on or before the 16th of each month.
- Enter all hours worked between the 15th and 14th on the current Banner Web timesheet. Hours worked from previous pay periods may not be added to the current Banner Web timesheet.
• The supervisor or their designee proxy must approve the submitted Banner Web timesheet by the 19th.

**Work Study**

It is the student’s responsible to ensure that s/he does not exceed their Work Study Amount. Award amounts are for the whole academic year. If awarded $1500.00 in Work Study Funds your award will be $750.00 for the Fall semester and $750.00 for the Spring Semester.

<table>
<thead>
<tr>
<th>Award Amount</th>
<th>Number of hours available to work</th>
</tr>
</thead>
<tbody>
<tr>
<td>$750.00</td>
<td>103 hours or 51.5 hours per semester</td>
</tr>
<tr>
<td>$1000.00</td>
<td>137 hours or 68.5 hours per semester</td>
</tr>
<tr>
<td>$1500.00</td>
<td>206 hours or 103 hours per semester</td>
</tr>
</tbody>
</table>

To determine the number of hours worked:

- Log onto Banner Web
- Select Employee tab
- Click on Pay Information
- Select Earnings by Positions (If working more than 1 Work Study position)
- Select Earnings History

**J-Term and Work Study**

Financial aid cannot be used to defray College costs during J-Term. If a student intends to work during J-Term, they must obtain a completed non-work study agreement from the department’s supervisor.

**On The Job**

A student employee should review their job description with their supervisor to make sure they understand the job duties. Students should report to work on time and always inform the supervisor if they will be late or absent. A student’s employment can be terminated for repeated tardiness, absenteeism, or poor job performance.
Confidential Information

Student employees may work with sensitive and confidential information that is protected by state and federal laws as part of their jobs. This information is not to be discussed, shared, removed, altered or otherwise misused; violating this policy may result in disciplinary action including dismissal from employment, possible student judicial review, and state or federal legal actions.

Work Schedule

- The employee and their supervisor will determine the work schedule.
- Student employees cannot work more than twenty (29) hours a week.
- If a student works more than one job he/she must ensure that the total hours worked do not exceed 29 hours in any week.
- Students will only be paid for hours actually worked and correctly reported.
- Student employees are not eligible for paid sick days, vacation days or holidays.

Student Employee Rights

As employees of Guilford College, students have the right to be treated fairly by the college and their employer.

- The right to know what is expected of concerning the assigned tasks.
- The right to receive adequate training and supervision to perform assigned tasks.
- The right to know who will act as supervisor and/or sign timesheets if assigned supervisor is not available.
- The right to not be asked to run personal errands or perform personal tasks for a supervisor.
- The right to receive compensation for all hours worked in accordance with student employment and payroll guidelines.

Student Responsibility

- To complete new hire paperwork before beginning to work.
- To establish a work schedule that does not interfere with their class schedule.
- To notify their supervisor in advance of any changes to their work schedule or other commitments that will affect work availability.
- To report to work on time and give advance notice when unable to work a scheduled shift.
- To take the job seriously and perform at the highest level of ability.
- To treat the supervisor and fellow employees with respect.
- To dress appropriately for the job duties and/or location (check with a supervisor if unsure).
- To not conduct personal business or entertain friends on the job (unless permitted by supervisor.)
- To not use cell phones, tablets, laptops or other personal electronic devices while on the job (unless permitted by supervisor).
- To accurately report the hours worked.
- To maintain College enrollment.
• To not exceed awarded work study amount.
• To be aware of and follow student employment and Guilford College policies and procedures for
  students of the college.

**Voluntary Termination (Resignation)**

A student may decide to leave a job due to:
• Class schedules conflicts
• More study time needed
• Personal/family reasons or Prolonged illness
• Other

A resigning student must do the following:
• Give their supervisor a 2 week notice.
• Let their supervisor know ASAP if unable give a 2 week a notice.
• Supervisor must inform Human Resources.

**Links to Required Pre-Employment Forms**

4. Authorization for direct deposit
   [https://intranet.guilford.edu/assets/pdf/admin/AUTHORIZATIONAGREEMENTFORAUTOMATICDEPOSITS.pdf](https://intranet.guilford.edu/assets/pdf/admin/AUTHORIZATIONAGREEMENTFORAUTOMATICDEPOSITS.pdf)
6. If student is under the age of 18 this form must be completed
   [http://www.nclabor.com/wh/youth_instructions.htm](http://www.nclabor.com/wh/youth_instructions.htm)
7. Form I-9 from the Department of Homeland Security
8. Student Employee Handbook Receipt Acknowledgement and Statement of Understanding

Required new hire paperwork can also be obtained in the Human Resources Department located in Hendricks Hall.
Use your home address (not your Guilford College address)

See Personal Allowances Worksheet to determine your allowances.

Additional money to be withheld from payroll for tax purposes

Exempt status means no taxes will be withheld from pay. Exemption status must be renewed at the beginning of each New Year.

Sign and date
NC-4EZ
Employee’s Withholding Allowance Certificate

Supply required information. Use your home address (not your Guilford College address)

Social Security Number  

Martial Status  

DOB  

First Name  Use capital letters for your name and address)  

M.I.  

Last Name  

Address  

County (Enter first three letters)  

City  

State  

Zip Code (Enter)  

Country (# not U.S)  

FORM NC-4EZ: Please use this form if you:

- Plan to claim the N.C. standard deduction
- Plan to claim no tax credits or only the credit for children
- Prefer not to complete the extended Form NC-4
- Qualify to claim exempt status. (See lines 3 or 4 below)

Important: If you are a nonresident alien you must use Form NC-4 NRA.

You may complete Form NC-4, if you plan to claim N.C. itemized deductions, federal adjustments to income, or N.C. deductions.

If you do not plan to claim the credit for children, enter zero (0) on line 1. If you plan to claim the credit for children, use the table below for your filing status, amount of income, and number of children under 17 to determine the number of allowances to enter on line 1. For married taxpayers, only 1 spouse may claim the allowance for the credit for each child.

<table>
<thead>
<tr>
<th>Income</th>
<th># of Children under age 17</th>
<th># of Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-20,000</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>20,001-50,000</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Exempt status means no taxes will be withheld from pay. Exemption status must be renewed at the beginning of each New Year.

Use table to determine allowances you are claiming

Sign and date document

CAUTION: If you furnish an employer with an Employee’s Withholding Allowance Certificate that contains information which has no reasonable basis and results in a lesser amount of tax being withheld than would have been withheld if you furnished reasonable information, you are subject to a penalty of 80% of the amount not properly withheld.

Employee’s Signature  

Date  

I certify, under penalties provided by law, that I am entitled to the number of withholding allowances claimed on line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on line 3 or 4, whichever applies.
Complete Employee Information only.

Date of hire is when all new hire forms are completed in their entirety.

Student employees are not independent contractor workers.
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

I authorize my employer, Guilford College, to deposit my net payroll earnings to my bank account(s) indicated on this form.

DEPOSITORY (BANK) NAME __________________________ Phone # ________________

CITY __________________________ STATE ________________ ZIP CODE ____________

TRANSIT/ABA NO. __________________________ ACCOUNT NO. __________________________

[ ] CHECKING or [ ] SAVINGS AMOUNT $ _______ or % _______

FOR SPLIT DEPOSITS (additional account)

DEPOSITORY (BANK) NAME __________________________ Phone # ________________

CITY __________________________ STATE ________________ ZIP CODE ____________

TRANSIT/ABA NO. __________________________ ACCOUNT NO. __________________________

[ ] CHECKING [ ] SAVINGS AMOUNT $ _______ or % _______

This authority is to remain in full force and effect until Guilford College has received written notification from me of its termination by the 15th of the month before the next pay period and in such manner as to afford the College and DEPOSITORY A REASONABLE OPPORTUNITY TO ACT ON IT.

NAME __________________________ G# __________________________

(Please Print) SIGNATURE __________________________ DATE ________________

Please attach one of your checks marked VOID if a checking account (or have your bank complete the above TRANSIT/ABA No. and Account No. if a savings account) so that there will be no mistake in the magnetic coding identifying your account.

If there are any questions, please feel free to call Wendy Swaim 316-2456.
MEMORANDUM

TO: All Employees

FROM: Human Resources

RE: College Policy and Procedure on Drug Abuse

It is the College’s intention to provide a drug-free and healthy work environment for all employees and students. In order to accomplish this goal and abide by the Drug-Free Workplace Act of 1988, we are required to remind every employee working at Guilford College that the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or alcohol at work is absolutely prohibited.

Drug and alcohol dependency is recognized as an illness and a major health problem. The College also recognizes drug and alcohol abuse as a potential safety and security problem.

Please read the attached “College Policy and Procedure on Drug Abuse Among Employees” and return the bottom portion of this memorandum to the Human Resources Office.

To: Human Resources

I have received and read the “College Policy and Procedure on Drug Abuse Among Employees.”

________________________________________  _________________
Signature                                      Date

Be sure to sign and date document.
STUDENT EMPLOYEE HANDBOOK RECEIPT ACKNOWLEDGEMENT AND STATEMENT OF UNDERSTANDING

By signing below, I acknowledge that I understand that via the Guilford College Human Resources website I have access to the latest version of the Guilford College Student Employee Handbook. I understand that the policies and procedures contained therein are in no way an exhaustive list of policies which govern the College and its employees. I agree to familiarize myself with its contents and comply with the information provided. I understand that the College’s Student Employee Handbook and Human Resources policies do not constitute a contract of employment between me and the College. I also understand that should I have any questions regarding this handbook, I may contact the Guilford College Human Resources Office by phone at (336) 316-2436 or in person at 5800 West Friendly Avenue, Hendricks Hall.

___________________________________________            _______________________
EMPLOYEE PRINTED NAME                                                            DATE

_________________________________________________
EMPLOYEE SIGNATURE

This acknowledgement and understanding page will be kept in the above employee’s file in the Human Resources Office. A copy can be provided upon request.
Information Regarding Form I-9

Purpose of Form

Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form. On the form, an employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. The employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9. The list of acceptable documents can be found on the last page of the form. Employers must retain Form I-9 for a designated period and make it available for inspection by authorized government officers.

Keys things to remember regarding the I-9 form

- Documents must be unexpired originals. Copies, faxes or emails are not acceptable.

- Potential student employees must present original documentation to a Human Resources Staff Member.
  - List A: Establishes Both Identity and Employment Authorization
  - If a document from List A cannot be supplied then a document from list B and list C must be provided.

- Potential student employees are not authorized to begin work until all new hire paperwork is completed.
The documents on List A show both identity and employment authorization. Employees presenting a List A document should not be asked to present any other document. Some List A documents are in fact a combination of two or more documents. In these cases, the documents presented together count as one List A document.

U.S. Passport or U.S. Passport Card
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV) [Note that this document is subject to reverification]

Employment Authorization Document (Card) that contains a photograph (Form I-766)
Foreign passport with Form I-94 or Form I-94A, Arrival/Departure Report bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status that authorizes such alien to work for a specific employer incident to this status.

This document may only be used if the period of endorsement has not yet expired and the proposed employment does not conflict with any restrictions or limitations listed on Form I-94 or I-94A, Arrival/Departure Report. Note: Some individuals who present this List a document, such as certain nonimmigrant students and exchange visitors, must also present additional documentation in order to prove their work authorization in the United States.

In April 2013, Form I-94 was automated at airports and seaports. CBP no longer automatically provides travelers with a paper copy of Form I-94. Travelers may access Form I-94 information through the CBP website or may request a paper Form I-94 during the inspection process
Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A showing nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI
The documents on List B show identity only. **Employees** who choose to present a List B document must also present a document from **List C** for Section 2. Employees may present one of the following unexpired List B documents:

Driver’s license or identification (ID) card issued by a state or outlying possession of the **United States**, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.

ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
• School ID card with a photograph
• Voter’s registration card
• U.S. military card or draft record
• Military dependent’s ID card
• U.S. Coast Guard Merchant Mariners Document (MMD) Card
• Native American tribal document
• Driver’s license issued by a Canadian government authority

• Acceptable List B Documents for persons under age 18 who are unable to present a document listed above:
  • School record or report card
  • Clinic, doctor or hospital record
  • Day-care or nursery school record
  • For minors under the age of 18 and certain individuals with disabilities who are unable to produce any of the listed identity documents, special notations may be used in place of a List B document
The documents in List C show employment authorization only. **Employees who choose to present a List C document must also provide a document from List B for Section 2.**

Employees may present one of the following unexpired List C documents:

- U.S. Social Security account number card that is unrestricted. A card that includes any of the following restrictive wording is not an acceptable List C document:
  - NOT VALID FOR EMPLOYMENT
  - VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - VALID FOR WORK ONLY WITH DHS AUTHORIZATION
• Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
- Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
• Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)

- Identification Card for Use of Resident Citizen in the United States (Form I-179)
• Employment authorization document issued by DHS. Some employment authorization documents issued by DHS include but are not limited to the Form I-94 issued to an asylee or work-authorized nonimmigrant (e.g., H-1B nonimmigrants) because of their immigration status, the unexpired Reentry Permit (Form I-327), the Certificate of U.S. Citizenship (Form N-560 or N-561), or the Certificate of Naturalization (Form N-550 or N-570). A form I-797 issued to a conditional resident may be an acceptable List C (8) document in combination with his or her expired Form I-551 (“green card”). For more information about DHS-issued documents please contact customer support.
Complete Section 1. Must include your social security number.

Section 1. Employee Information and Attestation

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>E-mail Address</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): ________________________________
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) __________________________. Some aliens may write "NA" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: ________________________________

OR

2. Form I-94 Admission Number: ________________________________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

- Foreign Passport Number: ________________________________
- Country of Issuance: ________________________________

Some aliens may write "NA" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

<table>
<thead>
<tr>
<th>Signature of Employee:</th>
<th>Date (mm/dd/yyyy):</th>
</tr>
</thead>
</table>

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

<table>
<thead>
<tr>
<th>Signature of Preparer or Translator:</th>
<th>Date (mm/dd/yyyy):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

Employer Completes Next Page

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9
Expires 03/31/2016

OMB No. 1615-0047

Complete section 1. Must include your social security number.

Sign and date when original unexpired documentation has been presented to Human Resources staff members. See page 18 for list of acceptable documentation.
# Lists of Acceptable Documents

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>OR</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td></td>
<td></td>
<td>1. Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
<td></td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
<td></td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td></td>
<td></td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td></td>
<td></td>
<td>4. Voter’s registration card</td>
<td></td>
<td>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td></td>
<td></td>
<td>5. U.S. Military card or draft record</td>
<td></td>
<td>5. Native American tribal document</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6. Military dependent’s ID card</td>
<td></td>
<td>6. U.S. Citizen ID Card (Form I-197)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
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<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
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<td>9. Driver’s license issued by a Canadian government authority</td>
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<td>For persons under age 18 who are unable to present a document listed above:</td>
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<td>10. School record or report card</td>
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<td>11. Clinic, doctor, or hospital record</td>
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<td>12. Day-care or nursery school record</td>
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NOTE: Page 9 of the Form I-9 lists acceptable original documentation needed to complete the form. Please note that copies, faxes or emails are not acceptable original documentation only. These original documentations must be in the possession of the student and presented to a Guilford College Human Resources’ staff member prior to beginning work.

These forms may also be obtained by logging onto Guilford.net.

- Services menu select Human Resources
- Under Content menu select HR Forms

Equal Opportunity / Nondiscriminatory Policy Statement

In its active commitment to build a diverse community, Guilford College rejects discrimination on the basis of actual or perceived race, creed, color, religion, national or ethnic origin, sex, gender identity, gender expression, sexual orientation, age, or physical or mental disability in employment of faculty, staff and students, including hiring, transfers, promotions, demotions, layoffs, terminations, working conditions, benefits, compensation, and training, and/or admission of students or access to programs or activities for its student population. The College also seeks to avoid discrimination in the administration of educational programs, admission policies, financial aid, housing, or any other College program or activity.

Guilford remains committed to recruitment of faculty, staff and students who are of the Quaker faith, while remaining open to and appreciative of people of all faiths.

Guilford is committed to providing a work and campus environment free from all forms of discriminatory intimidation or harassment. Sexual harassment is expressly prohibited. Any substantiated incidents of sexual harassment by faculty, managers, supervisors, co-workers, vendors, or students will result in immediate disciplinary action, up to and including dismissal for faculty, staff or students. Vendor relationships may be terminated if problems arise in this area of College business.

It is the responsibility of every employee and student to bring to the attention of the appropriate senior administrator instances of discrimination, including sexual, racial or ethnic harassment. All complaints will result in prompt and thorough investigation and appropriate disciplinary action if warranted. Complaints will be kept as confidential as possible. The College will not tolerate retaliation against employees or students who report incidents of discrimination or sexual harassment, or those who participate in College investigations of alleged discrimination or harassment.

Any person having inquiries concerning Guilford College's application of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972*, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 or other civil rights laws should contact:

Director of Human Resources and Payroll / Title IX Coordinator
Guilford College, 5800 West Friendly Avenue, Greensboro, NC 27410
*Title IX* prohibits sex discrimination, including sexual harassment and sexual violence, in all educational programs and activities.