Helpful Hints to Student Employees

I-9s for Employment
All newly hired students who will be paid by Rice University for employment must complete the Eligibility Verification Form (or Form I-9) with the Payroll Office prior to the start of work or training. (This is a requirement of the U.S. Citizenship and Immigration Services (USCIS) and not of Rice University.)

Newly hired students need to either visit the Payroll Office or attend an I-9 workshop to complete the I-9 requirement. Students must present to Payroll staff original, unexpired document(s) at this time.

- Payroll staff will be available during office hours, Monday – Friday from 10 a.m. – 4 p.m. The Payroll Office is located in the Memorial Hermann Medical Plaza (6400 Fannin St), Suite 2650 (26th floor).
- I-9 workshop dates, times, and locations will be posted on the Payroll website.

Hiring Forms
Hiring departments utilizing the Student Personnel Action Form (SPAF) will request students to access and print the SPAF. The form is located in ESTHER (https://ester.rice.edu) > Student Services > Student Employment. Since students with Federal Work Study awards can only have one active Federal Work Study position, please be sure to print the correct SPAF as these students can access both the Rice Work and Work Study SPAFs.

Hiring departments utilizing the Electronic Personnel Action Form (EPAF) will not request a SPAF as the EPAF is accessed and completed by the department.

Web Time Entry
Students (all undergrads and graduates with secondary positions) are nonexempt employees (paid by the hour) based on criteria determined by the U.S. Department of Labor. Students are paid based on an hourly rate and submit electronic timesheets hours worked. Students will be able to access their time entry immediately after Payroll has processed the hiring form.

W-4
Students need to complete Form W-4 (located at the following link) and submit to the Payroll Office. If no W-4 form is submitted to the Payroll Office, students will be taxed at the highest rate – single status with zero withholding allowances.

http://professor.rice.edu/uploadedFiles/Professor/Finance/Controllers_Office/fw4.pdf.

Direct Deposit
Students submit their direct deposit information electronically through ESTHER at Employee > Payroll Information > Direct Deposit Allocation.

More information can be found at the following link -
http://professor.rice.edu/professor/Guidelines_and_Procedures7.asp