

# New Hire Data Sheet

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**To be completed by student:**

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Expected graduation date: \_\_\_\_\_

Hiring Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**To be completed by supervisor:**

I certify that the student named above has been hired by my department and I have submitted the Student Employment Authorization (SEA) form electronically to [studentemployment@scu.edu](mailto:studentemployment@scu.edu) on \_\_\_\_\_(insert date submitted). I understand that, pursuant to federal law and University policy, the student is **not** to work until their form I-9, W4, and SEA is submitted to the Department of Human Resources. I will collect the “white card” receipt from the student on or before the first day the student begins working.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Instructions:**

This form is to be completed by the student and supervisor. The student is to submit this form to the Department of Human Resources with the I9, W4, and Student Employment Agreement.