

## CUAD STUDENTS: Onboarding Procedures

A student participating in the Clemson University Athletic Department will fall into one of four categories: I. Student-Athlete, II. Student-Intern, III. Student-Assistant, or IV. Student-Employee. Depending on the category, proper steps should be taken by student and the supervisor/coach before the student participates in any program or performs any work in the department.

Note: Bridge students are not considered Clemson students. Therefore, they may only be classified as Student-Interns or temporary employees (see Temporary Employee: Hiring Procedures).

**All** steps *must* be completed and final approval *must* be communicated by the HR Manager or Compliance Services before a student may participate in any program or perform any work for Clemson.

- I. **Student-Athlete**: Any student who participates on a sports team for Clemson Athletics.
  - 1) Coaches should coordinate all tryouts, squad list additions, and financial aid agreements with Compliance Services and their respective Sport Supervisors.
  
- II. **Student-Intern**: Any student who performs a defined job function for Clemson Athletics to satisfy an academic requirement and is not provided any remuneration.
  - 1) Students must complete an application on <https://clemsontigers.com/applicationhub/>
  - 2) Students must complete a *Volunteer Release* form initiated by the supervisor in Teamworks.
  - 3) IF NOT A CLEMSON STUDENT or if working with minors, Supervisors must request a background check on <https://www.clemson.edu/employment/forms/background/> or by sending student's name and email address to Kyle Young (kmyoung@clemson.edu)
  
- III. **Student-Assistant**: Clemson University student (graduate or undergraduate) who participates in a defined role within Clemson Athletic support services and receives financial aid.
  - 1) Students must complete an application on <https://clemsontigers.com/applicationhub/>
  - 2) Supervisors must budget for student-assistantships with the Business Offices.
  - 3) Students must complete a *Volunteer Release* form initiated by the supervisor in Teamworks.

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V. **Student-Employee:** Clemson University student who performs a defined job function for Clemson Athletics and is paid through Clemson University Payroll for that service.

- 1) Supervisors *must* complete a *Change/Hire Form*:  
[http://media.clemson.edu/humanres/data\\_entry/Change\\_Hire\\_Form.pdf](http://media.clemson.edu/humanres/data_entry/Change_Hire_Form.pdf)
- 2) Supervisors should make an appointment with the HR Manager (Ida Benson: 656-1936/[idaben@clemson.edu](mailto:idaben@clemson.edu)) for student(s) to complete an employment verification form (1-9 form).
- 3) Students *must* be enrolled in a minimum of 6 credit hours **at Clemson University**.
- 4) Students *must* bring identification documentation for completion of the I-9 form. Preferred documents are driver's license and social security card. Acceptable alternative documents include the following:

### 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.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		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  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  3. School ID card with a photograph  4. Voter's registration card  5. U.S. Military card or draft record  6. Military dependent's ID card  7. U.S. Coast Guard Merchant Mariner Card  8. Native American tribal document  9. Driver's license issued by a Canadian government authority  <b>For persons under age 18 who are unable to present a document listed above:</b>  10. School record or report card  11. Clinic, doctor, or hospital record  12. Day-care or nursery school record		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION  2. Certification of Birth Abroad issued by the Department of State (Form FS-545)  3. Certification of Report of Birth issued by the Department of State (Form DS-1350)  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  5. Native American tribal document  6. U.S. Citizen ID Card (Form I-197)  7. Identification Card for Use of Resident Citizen in the United States (Form I-179)  8. Employment authorization document issued by the Department of Homeland Security
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa				
4. Employment Authorization Document that contains a photograph (Form I-768)				
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.				
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				