August 26, 2022

Dear Colleagues,

We are writing to provide important information and updates regarding Student Employment for the fall 2022 term. Please review the information and contact student_employment@brown.edu with questions.

* In an effort to assist students seeking employment at Brown, please ensure all student jobs are posted in Workday for students to view and apply;

* A student’s job must be added and approved in Workday before the student begins work;

* Students who are on a leave of absence from Brown are not eligible to work on student payroll;

* Students located outside of the U.S. are not eligible to work on student payroll;
  - An alternate option is to hire students working outside of the U.S through NextSource. Information on NextSource can be found on the UHR website under Recruitment & Staffing.

* Students must complete a Form I-9; to complete the Form I-9 process, students must present acceptable I-9 documents in person, at the HR Service Center;
  - All documents presented must be original and unexpired.
  - Students can refer to The List of Acceptable Documents on the HR Service Center website for guidance.
  - Instructions and information on completing the Form I-9 process can be found on the HR Service Center website.
  - The HR Service Center is located at 69 Brown St, Page-Robinson Hall, room 213. The office hours are Monday - Friday, 9:00am-4:30pm.

* Please utilize the Student I-9 Verification report in the Student Recruitment App in Workday to verify the I-9 status of students;

* The effective date for the Academic Compensation Plan switch is 8/28/2022;
For any additional questions, please contact Student Employment at student_employment@brown.edu.

Thank you,

Student Employment