



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