



# New Student Employee Checklist

**INSTRUCTIONS:** Please review and complete the necessary items outlined below. More information on many of these items can be found in the Student Employment Handbook and/or on the Payroll website. Questions on the items listed below should be directed to the Payroll Office.

***BY THE FIRST DAY OF WORK, DID YOU...***

- Accept your job assignment(s) via the on-line job acceptance form?
- Review the Student Employment Handbook?
- Complete the payroll forms? (*NOTE: Payroll will have a station during Fall Welcome Week*)
  - I-9 Form (*IMPORTANT: Needs to be completed in person and proper ID is required at time of completion*)
  - W-4 Form
  - Residency Information Form
  - Direct Deposit Authorization Form (*NOTE: Optional, but highly recommended*)
  - Local Service Tax Exemption Form (Optional)
- Complete the on-line (HR) Employment Forms?
- Touch base with your supervisor regarding your schedule, dress policy, etc .?

***ITEMS TO BRING TO CAMPUS WITH YOU....***

- Identification for completion of the I-9 Form
  - Please see the I-9 form for types of ID that are acceptable. You will need to show us one item from List A OR one item from BOTH lists B & C.
  - The most common types of ID are the: (1) passport, or (2) driver's license and social security card
  - Copies of identification documents for the I-9 Form cannot be accepted
- Voided check or verification from your bank to set up direct deposit