



Student Pre-Employment Paperwork Checklist

Please follow the steps below to complete your pre-employment paperwork process:

- 1. Check your student email account for two different emails. Follow the instructions in the emails to complete the following.**
 - a. Review the email on pre-employment paperwork instructions. Student Employment Services (SES) Hiring Forms to be completed include:
 - Personnel Data Questionnaire
 - Data Security Compliance Statement
 - Student Employment Guidelines
 - M-4 and W-4 Tax-Withholding Forms
 - Direct Deposit Form
 - b. Review the email on Form I-9 Employment Eligibility Verification.
 - Complete Section 1 on the Form I-9.

- 2. Verify your identity.**
 - Bring your IDs in person to the SES office, which is on the 4th floor of the Campus Center. Hours are Monday to Thursday 9:00 a.m. to 5:00 p.m. and Friday 10:00 a.m. to 4:00 p.m.
 - All IDs must be the original item (no photocopies, please). Review the [Acceptable Document List](#).

- 3. A confirmation email will be sent to you and your Supervisor on the “Authorized Start Date” after the completion of the paperwork. DO NOT work prior to this date.**