



UNIVERSITY OF MASSACHUSETTS BOSTON



STUDENT EMPLOYMENT SERVICES

100 Morrissey Boulevard
Boston, MA 02125-3393
P: 617.287.6320
F: 617.287.6335
www.umb.edu/ses

**Student Employment Services
(New Hires) Pre-Employment Paperwork Confirmation**

Student Name (Print) _____

Student UMS ID _____

Work Department _____

Supervisor Reminder:

The above named student has completed the following pre-employment paperwork needed to begin work. Please complete a **Student Personnel Action Form (PA)** to Student Employment Services.

_____ Form I-9 Employment Eligibility Verification completed

_____ Tax withholdings completed

_____ Personnel Data Questionnaire completed

_____ Student Employment Guidelines completed

Student is authorized to begin work starting the week on or after

(To be filled by SES Staff)

PA with an Effective Date prior to this authorized date will be returned.

For SES use: Signature: _____ Date: _____

Return the completed form to your Supervisor