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: _________________________