Student Pre-Employment Paperwork Checklist

Follow the steps below to complete your Pre-Employment Paperwork process:

1. Pre-Employment Confirmation Worksheet
   - Highlighted student section completed

2. Form I-9 Employment Eligibility Verification
   - Section I of Page I completed

3. Personnel Data Questionnaire completed

4. Data Security Compliance Statement completed

5. Student Employment Guidelines completed

6. M-4 and W-4 Tax-Withholdings forms completed

7. Direct Deposited form completed

8. Submit Pre-Employment Paperwork and present IDs to Student Employment Staff
   - You can bring your IDs and completed forms in person to the Student Employment office. We are on the 4th floor of the Campus Center. Hours are Monday to Thursday 9:00am to 5:00pm and Friday 10:00am to 4:00pm.
   - All IDs must be the original item (no photocopies, please). Review the Acceptable Document List.

9. Submit the signed Pre-Employment Confirmation Worksheet to your supervisor.