

Student Employees - In order to get paid for job number _____:

Date student will start job is: _____

1) Complete the payroll packet at Student Employment Services CC 113, 651-2397.

Federal law requires that the I-9 be completed by the third day of employment. You must provide the necessary I-9 documentation - commonly a driver's license and a social security card, but other documentation is also appropriate. See "Lists of Acceptable Documents" on the back of the I-9 or call 651-2397 for more information. **Documents must be original items - no faxes or copies.**

NOTE: International students and Non-student employees have additional paperwork to complete.

2) FWS (workstudy) students must also obtain authorization papers from Student Financial Services on the first floor of Old Main.

3) Pick up paycheck in Payroll Offices - OM116, phone 651-2082. Be sure to bring picture ID.

OR

Sign up for automatic deposit through Personnel OM 116, phone 651-2114

(Student Employee's copy)

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I have received notice about the steps I need to take in order to get paid.

Student's name (print)

Date

Student's name (signature)

Student's ID No.

(Signed copy is to be retained for departmental records.)