

Student Employee/Supervisor Checklist

All steps must be completed BEFORE the student begins work.

- Student: Complete and sign the **Employee Initial Setup & Change Form**.
- Supervisor: Complete and sign the **Employee Initial Setup & Change Form**.
- Student: Complete and sign **Student Payroll Direct Deposit Form**.
- Student: Take **Employee Initial Setup & Change Form** to the Office of Financial Assistance to complete their section. Financial Assistance Advisor should give the signed original and a photocopy of the form to the student.
- Student: Complete **I-9** and **W4** forms in the Office of Financial Assistance. Financial Assistance Advisor should give the original W4 to the student.
*Note: You must present your **original** social security card or birth certificate **and** your driver's license/permit or FMU ID in order for your I-9 to be completed.*
- Student: Take the original signed copy of Employee Initial Setup & Change Form and the original W4 to the Accounting Office.
- Accounting Office: Receive forms and Set up time entry.
- Student: Provides the photocopy of the completed Employee Initial Setup & Change Form to Supervisor to confirm federal work study status.

Additional Information About Required Documents:

- **Employee Initial Setup & Change Form**
 - Please note that if any changes are needed to pay rate or the student wages account to be charged, a new Employee Initial Setup & Change Form must be completed
- **Student Payroll Direct Deposit Form**
 - After initial setup, all changes can be made online
- **W4 Form**
 - After initial setup, the student will only need to fill out a new W4 if they wish to change any information originally reported on the form