

**\*\*If you have worked for this department and supervisor within the last 12 months you do NOT need to complete this Student Employee Checklist for that position.**

This form indicates that a student has been to Human Resources and completed employment paperwork. It is not a confirmation of a student having WS/WO awards. Check with Financial Aid on WS/WO awards.

## **Student Employee Checklist**

Name of Student Employee \_\_\_\_\_ Student ID# \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

\_\_\_\_\_

### **Direct Deposit Authorization Form**

(Along with proper banking verification, voided check or savings deposit routing and account)

\_\_\_\_\_

### **W-4 Form** (Employee's Withholding Allowance Certificate)

\_\_\_\_\_

### **WH-4 Form**

(State of Indiana Employee's Withholding Exemption and County Status Certificate)

\_\_\_\_\_

### **WH-47** (Certificate of Residence), if applicable

ONLY residents of Michigan, Ohio, Kentucky, Pennsylvania or Wisconsin need to complete this form

\_\_\_\_\_

### **Student Employee Statement of Understanding (FERPA)**

\_\_\_\_\_

### **Form I-9** (Employment Eligibility Verification)

\_\_\_\_\_ Acceptable ID from List A (*OR*)

\_\_\_\_\_ Acceptable ID from List B (*AND*)

\_\_\_\_\_ Acceptable ID from List C

\_\_\_\_\_

To be initialed by Student Employee

I understand that I am responsible for submitting my time via Banner Web prior to the due date and that all hours worked are to be reported on the day they are worked.

The student employee may start working only AFTER their supervisor has received this document signed by Human Resources acknowledging receipt of required documentation. If you have any questions or need anything further please don't hesitate to contact HR by visiting our office in room A113, Moench Hall, calling extension 8958 or sending e-mail to [jacks@rose-hulman.edu](mailto:jacks@rose-hulman.edu).

HR Signature \_\_\_\_\_ Date \_\_\_\_\_

**One copy of this form will be taken to the hiring supervisor by the student; if the hiring supervisor does not have a copy, the student should not be working. One copy will be retained in the Office of Human Resources.**