# 2024 Department Student Employment Checklist

☐ Interview/Orientation- completed by hiring department.

☐ Online I-9: Department & Employee completes **within 3 days of start day**.

☐ I-9 Identification: Students cannot work until the I-9 has been completed.
  - o Do not keep any photocopies of the documents used to verify employment eligibility. If a photo match is needed, you must upload it into the I-9 system.

☐ **Electronic Personnel Action Forms (EPAFs)-**EPAF training can be found in **Cornerstone**. Once in Cornerstone, search for "EPAF student" and select "EPAF Instructions - Student Employment." Then click "Show More" and download the resource.
  - o If you do not have access to EPAFs, contact studentemploy@wm.edu with the subject EPAF Access. Include your name, Banner ID and username.

☐ Direct Deposit: online in self-service.

☐ Federal Tax Form W-4 (line 5 or 7, not both) online in self-service.

☐ Virginia Tax Form VA-4 exception *or* exempt, online in self-service.

☐ Confidentiality Agreement (signature and witness) kept in hiring department's office.

☐ Student Evaluation Form. Kept in hiring department file.

☐ If international student: view the SSN, I-9, Payroll for Non-immigrant Employees
  - o F-1 students will need an SSN Letter of Employment to be completed by the hiring department. Complete and sign this letter and give it to the student.
  - o The student must bring this letter to the Reves Center. The Reves Center will then issue a companion DSO letter in 2 business days. With the two letters and his/her visa documents, he/she can obtain an SSN.
  - o More information can be found on the Reves Center website:

**The Payroll Office must be notified whenever an international student is hired. Departments are required to submit the Request for Tax Analysis - Non-Resident Aliens form to initiate the tax analysis process. Failure to notify the Payroll Office will result in the student being taxed as a US citizen and taxes withheld cannot be refunded to the student employee.**