New Hire Student Employee Checklist:

☐ **Student Employment Form**
   - The department and new student hire completes.

☐ **I-9 Form**
   - This is an online form found online at [http://www.newi9.com](http://www.newi9.com).
   - Identification is needed to verify employment eligibility.

☐ **VA-4 Form**
   - Please return this form to the Department you are hired by.

☐ **W-4/W-2 Form**
   - This is an online form found in myWM by selecting the Banner Self Service tab.
   - This tab will be created once your Student Employment form has been processed by the Office of Student Financial Aid.

☐ **Direct Deposit Form**
   - Effective January 1, 2018 the new online form can be accessed by logging into Self-Service: Employee: Employee Forms: Direct Deposit.
   - Voided check or routing and account number will be needed.

☐ **Confidentiality Agreement**
   - Please return this form to the Department you are hired by.