

### Department Student Employment Checklist

- ☐ Interview/Orientation- completed by hiring department.
- ☐ Complete hiring through [Workday](#)
- ☐ Once Student Employment finishes the hiring process, students will be sent the Online I-9 through Workday: Department & Employee completes **within 3 days of start day**.
  - Student then needs to report to the Financial Aid Office (Monday–Friday, 8:00 a.m.–5:00 p.m.) to complete part 2
  - OR department can submit ticket to have the Part 2 task sent to then via [Workday Ticket system](#)
- ☐ [I-9 Identification](#): Students cannot work until the I-9 has been completed.
  - 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.
- ☐ [Direct Deposit](#)
- ☐ [Federal Tax Form \(W-4\)](#)
- ☐ [Virginia Tax Form \(VA-4\)](#)
- ☐ [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](#)
  - 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.
  - 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.
  - 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.**