



# WILLIAM & MARY

## Office of Student Financial Aid Student Employment

### 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>.
  - 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.