New Hire Student Employee Checklist:

☐ Student Employment Form
  o The department and new student hire must complete the Student Employment Form.

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

☐ VA-4, W-4/W-2 Form
  o These forms are 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
  o Effective June 1, 2018, changes to Direct Deposit information are to be completed directly in Banner Self Service and forms will no longer be accepted by the Payroll Office.
    ▪ Changes must be made via an on-campus computer and, for your security, you must contact the Payroll Office to confirm the request before it will be activated.
    ▪ For additional information, visit What You Should Know on the Payroll web page, or call the Payroll office at 221-2848.

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