



# WILLIAM & MARY

## Office of Student Financial Aid Student Employment

### New Hire Student Employee Checklist:

- Student Employment Form**
  - The department and new student hire must complete the [Student Employment Form](#).
  
- I-9 Form**
  - This is an online form found online at <http://www.newi9.com>.
  - Identification is needed to verify employment eligibility.
  
- VA-4, W-4/W-2 Form**
  - These forms are found in myW&M 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 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**
  - Please return this form to the Department you are hired by.