

2021 Department Student Employment Check-list

Due to the Covid-19 pandemic, some guidelines have changed.
Please follow these steps when hiring a student.

- When hiring out of state or international students:
 - Please review the [William & Mary's Policy for Telecommuting](#) and [Out of State Hiring](#).
 - Out of state hires for telework must complete the [Out of State Approval Form](#). Once approved, send approval, along with hiring form after following the steps below.
 - International hires are processed through [Velocity Global](#).
- Interview/Orientation- completed by hiring department.
- [Online I-9](#): Department & Employee completes **within 3 days of start day**.
- [I-9 Identification](#): **Do not photo copy** any of the documents used to verify employment eligibility. **Do not mail copies of Social Security Cards, Photo ID (School or Drivers Licenses) or U.S. Passports (view [System & Data Classification Policy](#)**.
- W&M Hourly [Student Employment form](#) [STEP] scanned or emailed to studentemploy@wm.edu.
- Copy of Work Study Certifications (if applicable) kept in hiring department file.
- Direct Deposit: Effective January 1, 2018 the new online form can be accessed by logging into Self-Service: Employee: Employee Forms: Direct Deposit. A voided check or letter from bank is required.
- Federal Tax Form W-4 (line 5 or 7, not both) [on line in self-service](#).
- Virginia Tax Form VA-4 exception or exempt, [on line in self-service](#).
- [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 a 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. Please provide the student's name and email address in order for the tax analysis process to begin. 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.