

(STUDENT)
New Employee Essential Documents Checklist
Student Assistant Graduate Assistant

The following essential documents are being submitted for: _____

New Student Employee's Name

New hires **must be enrolled in the semester hired** to be eligible for a student position. If necessary, departments may hire one pay period prior to the semester start, if required, for training purposes (does not apply to salaried graduate teaching assistants). For summer enrollment requirements, please visit the "[Student Hiring Process](#)" section of the Student Employment/HR website. Graduate level positions have additional requirements (listed below).

Student Personnel Action Form

Student Information and Declarations Form

Loyalty Oath (must be signed in the presence of a Notary Public)

New Employee Essential Documents Checklist (Student)

W-4 Form

Copy of Social Security Card (Note: Official Social Security card receipts are acceptable but are **only valid for 90 days**. *(Online applications for a duplicate card do not provide official receipts. The email confirmation of on-line application does not suffice for the receipt requirement, per USCIS/DHS.)*)

I-9 Form **and** copy of verification documents (Note: **Must** complete prior to employee beginning work.)

Direct Deposit Form (Note: Student employees are required to have their payroll checks deposited directly to a financial institution or Higher One Account.)

All the above documents must be completed and submitted to Human Resources, Bldg. 20E, before a new student employee can be placed on the payroll system.

Pre-Employment Requirement (if applicable)

Level 2 Background Screening - required for Positions of Special Trust. For a list of Positions of Special Trust, please visit the Background Screening [web page](#) through Human Resources.

Note: If a student volunteers more than 10 hours per month as a Position of Special Trust, then a Level 2 Background Screening will need to be completed.

Non-UWF Students

A copy of the student's registration schedule/fee payment receipt from the educational facility must accompany the essential documents at the time of hiring, and a current receipt **must be submitted each semester** the student is working and not enrolled at UWF.

International (F-1 and J-1 Visa) Students

The hiring department should complete the following in order:

Visit the [J-1 and F-1 Student Employment](#) Confluence Business Process Page

Complete the [F-1 and J-1 Student Employment Form](#)

Print the [F-1 and J-1 Employment Checklist](#) and give to the student

Instruct the student to visit the International Center

Send the new hire package to Human Resources noting that they are an international student (Human Resources will complete the Form I-9).

Students may not begin work until Human Resources has notified the department via email and given their authorization.

Graduate Level Positions

All Graduate Assistant Student Personnel Action Forms **must go to the Graduate School prior to coming to HR**. Student must be an admitted, degree-seeking student at UWF, enrolled in at least 6 hours of graduate level coursework (Fall & Spring) or 3 hours of graduate level coursework (Summer), and in good academic standing within their department. All GA appointments combined across all units are limited to 0.50 FTE for graduate assistants unless an authorization to exceed the 0.50 FTE was granted. Even if authorization to exceed 0.50 FTE is granted, all appointments combined across all units must not exceed 0.75 FTE. **Students with a combined FTE over 0.50 will not be processed without the authorization form.** Additional graduate level position requirements can be found in the "Office Manager Handbook for Graduate Assistantship Appointments" located on the Graduate School's website.

Hiring Department

Contact Name and Phone Number