

(STUDENT) New Employee Essential Documents Checklist

The following essential documents are being submitted to Human Resources for:

Student Employee's Name: _____

Hiring Department: _____

Hiring Department's Contact Name/Phone #: _____

Graduate Assistant

Student Assistant

Resident Assistant

Federal Work Study

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 (see 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 online application does not suffice for the receipt requirement.)*)

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)

Some student employees are required to be background screened for their positions depending on the area, program, or population they will encounter during the course and scope of work. For additional information on the [Background Screening Process](#), please visit the Human Resources website.

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

Students may not begin work until Human Resources has notified the department via email and given their authorization. Please visit the [J-1 and F-1 Student Employment](#) Confluence business process page to begin the hiring process of an international student employee. The hiring process starts when the department completes the F-1 and J-1 Student Employment Form, which automatically notifies HR of their intent to hire an international student.

Graduate Level Positions

All Graduate Assistant Student Personnel Action Forms **must go to the Graduate School prior to coming to HR.** Additional graduate level position requirements can be found in the "[Office Manager Handbook for Graduate Assistantship Appointments](#)" located on the Graduate School's website.