



Student Pre-Employment Paperwork Checklist

Students will receive through email the pre-employment paperwork information. Please use the instructions in the email to fill out the required forms online.

Please follow the steps below to complete your Pre-Employment Paperwork process:

1. Review your student email on the pre-employment paperwork instructions. SES Hiring Forms to be completed include:
 - Personnel Data Questionnaire
 - Data Security Compliance Statement
 - Student Employment Guidelines
 - M-4 and W-4 Tax-Withholdings Forms
 - Direct Deposit Form

2. Review your student email for the Form I-9 Employment Eligibility Verification.
 - Complete Section I on the Form I-9.

3. Present IDs to Student Employment Staff.
 - Bring your IDs in person to the Student Employment office. We are on the 4th floor of the Campus Center. Hours are Monday to Thursday 9:00 a.m. to 5:00 p.m. and Friday 10:00 a.m. to 4:00 p.m.
 - All IDs must be the original item (no photocopies, please). Review the [Acceptable Document List](#).

4. A confirmation email will be sent to you and your Supervisor on the “Authorized Start Date” after the completion of the paperwork. DO NOT work prior to this date.