

NEW HIRE CHECKLIST

Please take this form with you and complete the information below. Once completed, submit all requested forms to Student Employment. Once approved, you will present this form to your hiring supervisor. ***You may NOT work until you have returned this approved form to your supervisor.***

Employee's Name: _____ Employee's ID #: _____

Department: _____ Date: _____

Supervisor: _____ Student Position: _____

STUDENT EMPLOYMENT FORMS

Initial

	Form W-4 (federal tax withholding form)
	State tax withholding form
	IT-NR (ONLY Indiana, Kentucky, Michigan, Pennsylvania, and West Virginia residents complete this form)
	Direct Deposit Enrollment Form
	Form I-9 - ***MUST BE SIGNED AT STUDENT EMPLOYMENT IN PERSON***

***Note: For a complete list of acceptable documents, please refer to the third page of the I-9 Form. Typical documents include an **unexpired, original** document from List A or, if you do not have one, you will need one document from BOTH List B and List C.

International Students Only

If you are an International student, please bring your I-20, I-94, Passport or Employment Authorization and any other supporting documentation for the I-9 verification. All documents **MUST** be valid, including your Foreign Passport. If your passport expires at any time during your employment with Cedarville University, your employment will be terminated.

Student Employment Representative

Date

Attention Hiring Supervisor: Students are authorized to begin work when Student Employment signs this checklist, verifying that all required new hire paperwork has been received.