



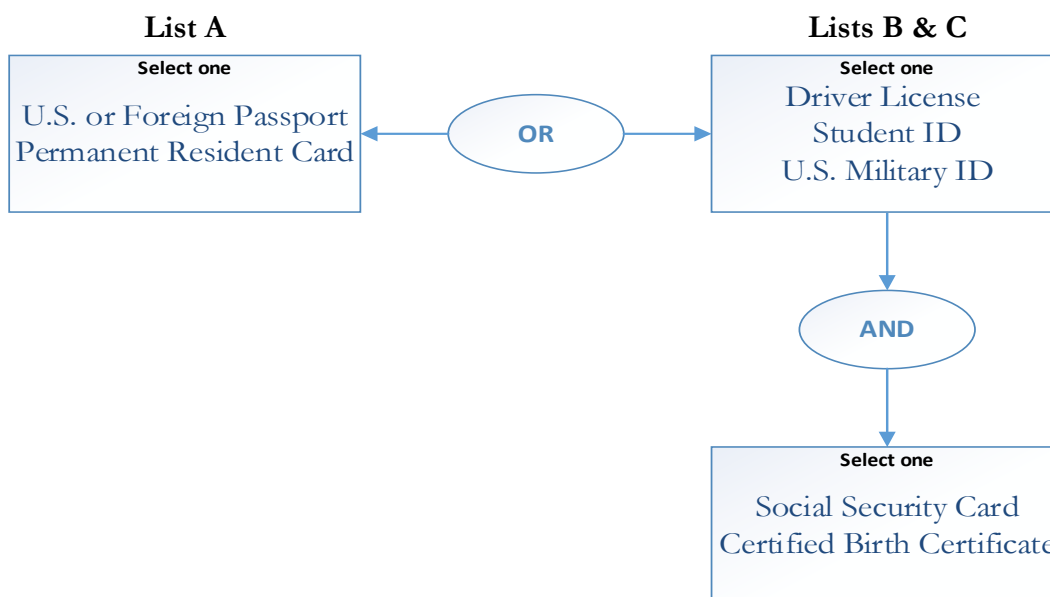
NEW HIRE INSTRUCTIONS

Dear Student,

Congratulations on securing on-campus employment! All students must complete New Hire paperwork. During orientation, we will complete New Hire Paperwork including I-9, State and Federal tax forms as well as discuss Student Employment policies and procedures. Please allow 10 to 15 minutes to complete the entire process.

The following forms of identification will need to be taken to **Human Resources located in Room 226 of Bibb Graves between the hours of 8:00am and 4:30pm.** An appointment is only needed if your class schedule prevents you from completing paperwork during the times listed above.

Below are a few examples of documents that can be provided. Please provide two of the following documents. **Please present one selection from List A or a combination of one selection from List B and one selection from List C. Only one photo ID will be accepted and COPIES of IDs WILL NOT be accepted.**



- ❖ Direct Deposit is recommended for receiving both Federal and University work study earnings. **Please provide a voided check or a letter/form from your bank that indicates your name, routing number and account number.**

If you do not have your Social Security Card, a Social Security Card may be requested at the local Social Security Office located at 203 South Walnut Street, Florence. At the time of your request, a receipt of the request will be provided to you. Your New Hire paperwork can be processed with that receipt; however, you will not be able to access your timesheet until the hard copy of the SS Card is received.

** Please be sure to have all of the required documents available before starting the New Hire Paperwork. **

If you have any questions, please contact Stephanie Smith at 256-765-4590 or srsmith3@una.edu.