Student Employee New Hire Paperwork

First Name: ___________________ Middle Name: _______________ Last Name: ______________________
R-Number: ___________________ Department: ____________________________

**Completed Documents:** (Please check each completed item off the list.)
Students are not permitted to work until after they have completed all of the new hire paperwork.

- [ ] – Student Employment Application Form (signed)
- [ ] – I-9 Federal Employment Eligibility Form
  - To be completed in person at the Center for Career & Life Planning
  - Must bring original, unexpired ID documents from the list attached to the I-9 form. Bring either
    one document from List A, or a combination of one document from List B and one from List C.
    Copies of eligibility & identity documents cannot be accepted.
- [ ] – W-4 Tax Form
- [ ] – Worker’s Compensation Acknowledgment Form
- [ ] – Employee Pay Selection Form
  - Attach voided check or fill in your bank account and routing number. Or, enter your account
    information in the respective boxes on the second page of this form.
- [ ] – FERPA Statement of Understanding
- [ ] – Online Student Course ([https://learn.ue.org/CO473293035/RollinsStudents](https://learn.ue.org/CO473293035/RollinsStudents))
  - Workplace Harassment Prevention— *Workplace Harassment: Fundamentals*

Questions? Contact us at 407-646-2382, 407-646-2195, or studentjobs@rollins.edu.