



Student Employee New Hire Paperwork

First Name: _____ Middle Name: _____ Last Name: _____

R-Number: _____ Work Department: _____

Completed Documents:

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**
 - Student employee 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 or scans are not acceptable.**
- ☐ W-4 Tax Form
- ☐ Employee Pay Selection Form
 - **To be completed in person at the Center for Career & Life Planning.** Be ready to provide account and routing/aba transit numbers.
- ☐ Review Confirmation Email or Attach Certificate of [Course](#) Completion
 - Workplace Harassment Prevention— *Workplace Harassment: Fundamentals*

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