



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>**)
 - Workplace Harassment Prevention— *Workplace Harassment: Fundamentals*

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