

Accepting paper work from student workers –

types of student workers:

- Federal work study student (FWS)
- Regular student worker

FWS:

Returning Federal Work Study Students:

Forms needed:

- Residency certification form – should use the physical address where they will be living while working under FWS
- W-4 form (optional)
- FWS contract – be sure the student signed the contract. You sign and date the contract on the line indicated
- Key risk- worker's compensation form – employee signs acknowledgement

New Federal Work Study Students

- W-4 form
- Residency certification form – student should use the physical address where they will be living while working under FWS
- KeyRisk – worker's compensation form - employee signs acknowledgement
- FWS contract – be sure the student signed the contract. You sign and date the contract on the line indicated
- Direct Deposit – this is highly encouraged. Voided check is requested but not necessary.
- I9 Form – notes:

Section 1: - employee completes

1. Student should use their permanent address even if they live on campus
2. All fields must be completed, if an item does not apply they should indicate n/a
3. Make sure they sign and date the form

Section 2: - employer completes – Refer to webinar for instructions

1. Documents must be original and unexpired
2. Take front and back copies of the documents recorded on form
3. Leave the first date of employment blank

Regular student worker: Student Ambassador and peer tutor:

Forms needed: - same as FWS except there is no contract

- W-4 form
- Residency certification form – should use the physical address where they will be living while working
- KeyRisk – worker’s compensation form - employee signs acknowledgment
- Direct Deposit – this is highly encouraged. Voided check is requested but not necessary.
- Employee EEO Self-Identification Form
- I9 Form – notes:

Section 1: - employee completes

1. Student should use their permanent address even if they live on campus
2. All fields must be completed, if an item does not apply they should indicate n/a
3. Make sure they sign and date the form

Section 2: - employer completes – Refer to webinar for instructions

1. Documents must be original and unexpired
2. Take front and back copies of the documents recorded on form
3. Leave the first date of employment blank