



Student Employment Hiring Paperwork Checklist

Please mail completed paperwork to the Student Work Experience Center, MSC 3519 or hand-deliver it to the 3rd floor of Warren Hall (located at the Financial Aid front desk).

New Hire* Required Paperwork:

- Personnel Action Request (PAR) Form
- Employee Information Form
- Position Description (signed by the student and supervisor)
- Photocopy of the Student's Social Security Card
- I-9 Employment Eligibility Verification
- W-4 Federal Withholding Certificate
- VA-4 State Withholding Certificate
- Direct Deposit Form

Re-Hire+ Required Paperwork:

- Personnel Action Request (PAR) Form
- Position Description (signed by student and supervisor)

Re-Hire+ Optional Paperwork-

Only need to complete these forms if the student wishes to change the information on the following forms:

- W-4 Federal Withholding Certificate
- VA-4 State Withholding Certificate
- Direct Deposit Form
- Employee Information Form

All forms can be downloaded on the Student Employment website:

<http://www.jmu.edu/stuemploy/paperwork.shtml>

*A new hire is a student who has not worked for the university. This includes students who previously held a job in dining services or with the bookstore.

+ A re-hire is a student who has worked for the university, even if it was in a different department. Students who previously worked for the bookstore or dining services are not re-hires. New hire paperwork is required for these students.