**Steps to expedite the hiring paperwork for your new student employee:**

Step 1: Have the student employee complete the Employee Information form

Step 2: Have the student employee read over the Positions Description and sign

Step 3: Have the student employee fill out the tax forms (W-4, VA-4)

Step 4: Have the student employee complete the direct deposit form

Step 5: Take a copy of the student employees Social Security Card

Step 6: Have the student employee complete section 1 of the I9 form

Step 7: Inform the student employee of the next steps coming from Student Employment

* Student employee will receive an email from [studentjobs@jmu.edu](mailto:studentjobs@jmu.edu) to their dukes email account, follow email instructions on how to obtain an appointment with Student Employment
* Retrieve original documents to produce at time of appointment with Student Employment
* Go to the appointment with Student Employment

Step 8:  The person in the department completing the hiring paperwork with the student employee will be the person to receive the email confirmation from [studentjobs@jmu.edu](mailto:studentjobs@jmu.edu) stating that the student employee is eligible to begin working.  ***Under no circumstances should the student employee begin working prior to receiving this confirmation email.*** The University can be fined during an audit if your student employee is out of compliance (meaning they began working prior to **completion** of their I9 form (section 1 & 2).

***EPAR:***  During Steps 2-5 you should be completing the ePAR with the information from the Employee Information Form (this way the student is available if you have questions).  Attach the Employee Information Form, Position Description and copy of Social Security Card only to the EPAR.  Once complete, **hold EPAR in your worklist until you receive the confirmation email (in Step 8)**.  After the confirmation email is received you are able to submit the EPAR and the student employee can begin working.

***Payroll documents:*** Submit the original Tax forms (W-4 & VA-4) along with the direct deposit form and voided check directly to Payroll Services at MSC 5706.

Following these simple steps will help to streamline the hiring process.

Please contact the Student Employment office at (540) 568-3269 or [studentjobs@jmu.edu](mailto:studentjobs@jmu.edu) if you have questions.