



Student Checklist for Employment

- Confidential Employment Questionnaire
- Employment Eligibility Verification - Department of Homeland Security USCIS, I-9 Form
 - Section 1 - complete and sign
 - Supporting Documents brought to HR, Bush Hall 103
(Must be Original and Unexpired: NO COPIES)
- Tax Forms
 - Federal Tax Form
 - NY State Tax Form
 - NY State Exempt Form (Optional: Request from HR)
- Direct Deposit Election/Declination Form for NYS Employees
(See the Direct Deposit info sheet for more guidance.)
 - Supporting documents must be brought to HR, Bush Hall 103
 - Voided Check
 - OR
 - Written verification from the financial institution showing the account number, routing number, and name(s) on the account.
 - Section B – **ONLY** if you are **DECLINING** direct deposit.
- Retirement Program Election/Declination Form
 - Elect: Retirement Application (Request from HR)
 - Elect: Beneficiary Designation Form (Request from HR)
- Voluntary Self-Identification of Disability Form
- Invitation to Self-Identify for Veterans
- Review Title IX & Non-Discrimination Notice & Sign Form.

All documents must be completed, signed and brought to Human Resources **prior to starting employment. If you have any questions, please contact the HR office at X4495 or X4497.**