

STUDENT EMPLOYMENT PAPERWORK CHECKLIST

ST positions: Send completed paperwork (New Hire and Re-Hire Separated) to Human Resources Records Office, 356 Foy.

WA (Work Study) positions: Send completed paperwork (New Hire and Re-Hire Separated) to Student Financial Services, 203 Mary Martin Hall.

Check the [Human Resources webpage](#) for updated versions of the forms listed below.

Forms	New Hire	Re-Hire Separated	Re-Hire Active	Currently Employed	Description
Bi-Weekly Paid Student Authorization Form	X	X			
Copy of Student's Schedule	X	X			Attach a copy of student's current schedule or previous and next semester's schedule to verify eligibility.
Personal Data Form	X	X			Serves as an information sheet on the student employee. Any new job appointment requires a new Personal Data Form.
A-4 Form	X	X			Alabama Employee's Withholding Exemption Certificate
I-9 Form & supporting Documents	X	X			This form is used to verify that new employees, whether U.S. citizens or resident aliens, are eligible for employment. See I-9 instructions for required supporting documents.
W-4 Form	X	X			Unless a student wants to make changes, this form is only required of New Hire and Re-Hire Separated employees. This form indicates the employee's tax exemption choice.
Direct Deposit Information	X	X			All student employees must enter and/or change their Direct Deposit information for Payroll. Once the student employment paperwork is entered into Banner, an "Employee" tab will appear in the student's AU Access account. Students will then enter their information via the Self-Service Banner. Unless a student wants to make changes, this form is only required of New Hire and Re-Hire Separated employees.
Electronic Personnel Action Form (EPAF)			X	X	Student may begin working ONLY after this form is submitted and approved. This form is available via Self-Service Banner in AU Access.
International Students must go to the Office of International Programs.					International students must also complete the Alien Employment Form . These forms are available in the Office of International Programs.



AUBURN UNIVERSITY CAREER CENTER
303 MARTIN HALL | 334.844.4744

WWW.AUBURN.EDU/CAREER

HIRE.AUBURN.EDU

7/24/13