



# FEDERAL WORK STUDY CHECKLIST



## FIRST:

- Student** to complete 'STEP ONE' of 'Student Employment Contract'
- Have your **Supervisor** complete 'STEP TWO' of Student Employment Contract and the '**Information Systems – New/Rehire Form**' (your supervisor will complete the '**Information Systems – New/Rehire Form**,' if necessary, and e-mail it to the [is-team@fisher.edu](mailto:is-team@fisher.edu).)

## SECOND:

- Student** to print the following Payroll Form located on the **Fisher College Website** by clicking **Menu** → **Admissions and Aid** → **Financial Aid** → **Forms and Resources** (on the right side bar) under the '**2021-2022 Work Study Forms**' section:
  - **I-9 Form**
- Student** to bring to the **Payroll Office** (located on the 1<sup>st</sup> floor of 116 Beacon Street, Office # 116-13 **Office Hours: Monday-Friday: 9am-3:30pm**)

**Completed** I-9 form, the Student Employment Contract, and the following Identification:

- Passport, Birth Certificate **OR** Social Security Card  
**AND**
- Student ID Card **OR** Driver's License
- Payroll** to issue student a PayCom log-in, so that they may log-in to PayCom to complete the remaining Payroll paperwork online which includes:
  - **W-4 Form**
  - **M-4 Form**
  - **Direct Deposit Form** (in order to participate in the Federal Work Study Program students are required to complete the Direct Deposit Form)
- After all the documents are complete on PayCom, please take the Student Employment Contract back to **Payroll** so they can sign it (the Payroll Office is located on the 1<sup>st</sup> floor of 116 Beacon Street, Office # 116-13)

## THIRD:

- Student** to **E-MAIL** the **Student Employment Contract** after obtaining your supervisor's and Payroll signature to **Annette Mucci** at [amucci@fisher.edu](mailto:amucci@fisher.edu) to sign 'STEP FOUR.'
- A signed copy of the **Student Employment Contract** will be e-mailed to you, your supervisor and Payroll. Once you and your supervisor receive the signed **Student Employment Contract** by e-mail, you may begin working.