



# FEDERAL WORK STUDY CHECKLIST



## FIRST:

- Student** to complete 'STEP ONE' of the '**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 bring the '**Student Employment Contract**' to the **Payroll Office** to have it signed and Payroll will then issue the student a PayCom log-in, so that they may log-in to PayCom to complete the remaining Payroll paperwork online which includes:
  - **I-9 Form**
  - **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)
  - **Other Required Payroll Documentation**

**IMPORTANT REMINDER:** The **Student** must have with them the following original identification when completing the above Payroll documents online at PayCom:

- Passport, Birth Certificate **OR** Social Security Card
- AND**
- Student ID Card **OR** Driver's License

The Payroll Office is located on the 1<sup>st</sup> floor of 116 Beacon Street, Office # 116-13  
**Office Hours: Monday-Friday: 9am-3:30pm**

## THIRD:

- Student** to bring or 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 complete all the required Payroll documents on PayCom** and you and your supervisor receive the signed **Student Employment Contract** by e-mail, you may then begin working.