



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.)

SECOND:

- ☐ **IMPORTANT REMINDER:** The **Student** must have the Student Employment Contract and the following **original identification with them BEFORE going to the Payroll Office:**
 - Passport, Birth Certificate **OR** Social Security Card
 - AND**
 - Student ID Card **OR** Driver's License

The Payroll Office is located on the 1st floor of 116 Beacon Street, Office # 116-13
Office Hours: Monday-Thursday: 12:30-2pm

- ☐ **Payroll will then** sign the Student Employment Contract and issue student a PayCom log-in, so that they may log-in to PayCom to complete the required 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**

THIRD:

- ☐ **Student** to bring the **Student Employment Contract**, after obtaining your supervisor's and Payroll signature, to **Annette Mucci** 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 – Payroll will then e-mail you and let you know when you can begin working. Do not begin working until you receive an e-mail from Payroll letting you know that you may begin working.**