

New Hire Checklist

I certify that, prior to starting work, I will:

- ✓ research, read, complete, sign and submit all required information and forms below to the Campus Service Center
- ✓ meet with my supervisor(s) to review all of the information and guidelines below

- Approval (Financial Aid Office verification) of my current Federal Work Study Eligibility Status

- Application for Employment
- Applicant Data Record
- Confidentiality of Records Form
- Direct Deposit Request Form
- Employee Withholding (EDD) – **Optional**
- FERPA
- Holiday Schedule
- I-9 Employment Eligibility Verification
- New Hire Information Record
- Payroll Schedule
- Policy on Work Force Confidentiality
- Student Employment at SMU
- Telephone Quick Reference Sheet
- Timecard Guidelines
- W-4 Personal Withholding

Student Signature

Date