Student Information Federal Work-Study Program

Last Name                              First Name          MI          SSN

______________________  __________________    __________________  __________________
Email Address                               Date of Birth

Permanent Address: __________________________ Telephone: __________________
Street
City       State       Zip

Local Address: __________________________ Telephone: __________________
Street
City       State       Zip

Checklist to be completed before beginning any Work-Study job: Refer to the checklist below to determine what additional information you must submit to the Work-Study Office (FWSO) before you begin working. You cannot work until all required paperwork is complete.

☐ Complete Job Assignment Form. A new form must be completed and returned to the Work-Study Office for the summer and/or the fall/spring terms. Assignments do not carry over from spring to summer or from summer to fall.

☐ Returning FWS workers must update W-4 and K-4 information to maintain tax “exempt” status. Update banking information if it has changed. Use the Employee Self-Service, Benefits and Payment tab via the myUK portal to update.

Additional Items Required of New Hires*:
☐ I-9 form is required before beginning work! Background checks must be requested for all new hires. The background check is initiated by the FWSO prior to you obtaining an I-9. In order for the FWSO to trigger the background check, complete the on-line job application and return the completed Job Assignment Form to FWSO before proceeding to the I-9 Office. The background check does not need to be completed before an I-9 can be issued.

The I-9 form is a Federal requirement for employment in the United States for which individuals provide documentation establishing both identity and employment eligibility. I-9 forms are obtained from Human Resources, Scovell Hall front desk. Take an original Social Security card (not laminated) or birth certificate, and some form of picture I.D. or a U.S. Passport with you to obtain an I-9.

Who must complete an I-9 Form for Work-Study jobs?
*All new UK employees (regular, temporary, and students)
*Any former UK employees (United States citizens only) returning to the University after 1 year.
*Non-citizens of the United States who return to employment with the University after any period of separation.

☐ W-4 & K-4 Tax Forms. All new employees must complete tax information for federal and state withholding by submitting paper forms or using the Employee Self-Service, Benefits and Payment tab via myUK.

☐ Direct Deposit Forms. Include a voided check or deposit slip with your account number with the signed the direct deposit form. Accounts without checks require a signed statement on bank letterhead that includes the account and routing numbers. Or use the Employee Self-Service, Personal Information tab via myUK to enroll.