

Student Information Federal Work-Study Program

<hr/> Last Name	<hr/> First Name	<hr/> MI	<hr/> Student ID
<hr/> Email Address			<hr/> Class Level
Permanent Address: _____		Telephone: _____	
Street			
_____	_____	_____	_____
City	State	Zip	
Work 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.
- Complete this form.**
- Returning FWS workers** must update W-4, K-4 and direct deposit information if anything 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 criminal background check is initiated by the FWSO prior to obtaining your I-9. In order for the FWSO to trigger the background check, the completed job assignment form must be returned to the FWSO before a student can proceed to 112 Scovell Hall to obtain the I-9.

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, 112 Scovell Hall. Take an original Social Security card (not laminated) or birth certificate, and an unexpired government or school issued photo I.D. or an unexpired 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 are re-employed after any period of separation.

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

Direct Deposit Forms. Use the Employee Self-Service, Personal Information tab via myUK to enroll. Or 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.

***New Hire: Someone who has not been employed at the University within the past year or a non-citizen with a break in employment.**