Eastern Washington University Student Employee
Hiring Packet Checklist

Use this checklist to ensure you bring all the required documents with you to Student Employment to complete your hiring paperwork.

☐ I-9 Employment Eligibility Verification
The Department of Homeland Security requires every employee working in the U.S. to complete an I-9 as proof of eligibility to legally work in the United States. You as the employee must complete Section 1 only.

• **DO NOT SIGN OR DATE THE I-9 PRIOR TO VISITING STUDENT EMPLOYMENT.**
• EWU Student Employment is required to review and verify that you are eligible to work by examining documents that establish both identity and Employment Authorization from the List of Acceptable Documents (the most commonly provided documents are a Driver's License and Social Security card).
• Please refer to the List of Acceptable Documents to ensure you come prepared.

☐ W-4 Employee's Withholding Allowance Certificate
You must complete the W-4 form so that EWU can withhold the correct federal income tax from your pay. If your parents are claiming you on their tax return you may want to consult with them prior to completing this form.

☐ Statement of Personal Ineligibility for Membership in the Washington Public Employee's Retirement System
The Benefits Office at EWU requires this form to be signed by all student employees. If you have any questions regarding this form please contact the Benefits Office at 509 359-2488.

☐ Direct Deposit Authorization
To sign up for Direct Deposit, log into your EagleNET account. You will need to provide your bank routing number and account number. Go to the Student tab, Student Account, and then View/Update Direct Deposit Information. You will be given the option to use the Financial Aid direct deposit information to set up direct deposit for Work Study/Student Employment. Every time you make a change, you must accept the terms and conditions.

*Financial Aid Direct Deposit:* The account verification process will take 4-5 days. If a refund is processed while your account is in Pre-note status, it will be generated as a check.

*Work Study/Student Employment Direct Deposit:* The account verification process can take up to 2 pay periods. You first check will be mailed to the mailing address you have in EagleNET.

NOTE: Any time you make a change to your online Direct Deposit information, you will receive an e-mail notification confirming that a change has been initiated through EagleNET.