

STUDENT New Hire Employee Packet

Dear Student,

Congratulations on securing on-campus employment! All newly hired students must complete paperwork before their first day of work. An employment application should have already been completed online. (<https://jobs.athens.edu/pools/240>) Apply to STUDENT ON-CAMPUS WORKSTUDY POOL by creating a username and password without Vitae.

A photo ID (current driver's license) and a document that establishes employment authorization (Social Security Card) will need to be taken to Human Resources, located in Founders Hall, Room 107, between the hours of 8:00am and 4:30pm, M-F.

* See page 9 of the Form I-9 ([Employment Eligibility Verification](#)) for lists of acceptable documents for identification.

*If you do not have your Social Security card, you may request a copy. (www.ssa.gov/ssnumber) At the time of request, a receipt of the request will be provided to you that indicate your name and social security number. Bring that letter with you to our office. After you receive your card, you will need to bring it to our office so we can make a copy for your personnel file.

The following forms must also be completed:

[W-4 Internal Revenue Service Federal Tax form](#)

[A-4 Alabama Employee Withholding Tax Form](#)

[Direct Deposit Form](#) (Recommended, but not required, please provide voided check)

[Confidentiality Form](#)

[I-9 Employment Eligibility Verification](#)

Paychecks can be direct deposited to your bank (preferred) or picked up at the Business Office window in Founders Hall on the last working day of each month.

If you need assistance, contact the Human Resources Office at 256-216-3333 or email employment@athens.edu.