

STUDENT ASSISTANT OR COLLEGE WORK STUDY APPOINTMENT CHECKLIST

Revised August 24, 2010

REQUIRED DOCUMENTS

NAME _____ DEPARTMENT _____

_____ **HR-POS** Completed via **EPAF**

_____ APPLICATION FORM http://www.hr.wayne.edu/esc/forms/temporary_employment_application.pdf

_____ EMPLOYEE DATA (Web Form) <https://hrms.wayne.edu/hrms/empdata.htm>

_____ COLLEGE WORK STUDY AWARD ACCEPTANCE

_____ *Employees must complete **Section I** of the employment eligibility verification via **I-9 Express** (<http://www.newi9.com/>) prior to the date of hire. ***U.S. citizens, permanent residents and non-resident aliens must finalize the I-9 verification process by appearing in person with the appropriate ORIGINAL documents at the School of Medicine Human Resources Office located in room 154 Lande on or before the date of hire between 8:30 and 5:00. (PROVIDE the email approval copy of the Work Authorization Request Form where applicable).**

The I-9 requirement is not necessary if the employee has completed the I-9 process at Wayne State University within the last three years.

_____ U.S. VETERAN SURVEY http://www.oco.wayne.edu/pdfs/vets_2008_3_revised.pdf

_____ DECLARATION OF OFF-SEMESTER (if applicable)

_____ NEPOTISM STATEMENT (if applicable)

_____ TAX FORMS:

_____ Federal

_____ State

_____ City

COMMENTS: _____

QUESTIONS ABOUT THIS APPOINTMENT PACKET SHOULD BE DIRECTED TO:

NAME _____

TELEPHONE _____