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| --- | --- |
| **Employee Name:** | **Hire Date:** |
| **Empl ID:** | **Position:** Student Worker |
| **Department:** | **Department Contact:** |

* All contracts and new hire paperwork must be received in Human Resources (HR) as originals, complete and correct prior to the first day of the pay period in which the employee is expected to begin working in order to avoid a delay in pay.
* I-9 must be completed after the student worker signs the employment agreement **and** before or by the first day of employment (contract start date). Contact the Human Resources Office 410-543-6035 or humanresources@salisbury.edu.

**RETURN THIS CHECKLIST TO HUMAN RESOURCES WITH OFFER LTR/CONTRACT AND ATTACH ALL REQUIRED DOCUMENTS**

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| --- | --- | --- | --- |
| **Forms and Documents** | Submitted to HR (✓Or N/A) | HR Initials (HR use only) | Comments (HR use only) |
| **REQUIRED PAPERWORK FOR ALL CONTRACTS** |
| **1. Employment Contract *(Required)*** [Online Submission](https://gullnet.salisbury.edu/psp/csprd/EMPLOYEE/PSFT_HRPRD/c/SU_CP_CUSTOM_MENU.SU_SW_CONTRACT.GBL?FolderPath=PORTAL_ROOT_OBJECT._SU_CUSTOM.SU_CP_CUSTOM_MENU.STUDENT_WORKER.SU_SW_CONTRACT_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder) |  |  |  |
| **2. Form I-9** ***(Required)*** [I-9 form](http://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf) *-Must be completed on/before the first day of employment (contract start date)* *-Contact HR to schedule an appointment prior to start date* |  |  |  |
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|  **ADDITIONAL PAPERWORK** |
| **OPTION 1: New student employees AND returning student employees with at least a three (3) calendar year** **break in service from SU.** |
| **Federal** **and** **State** **Tax** **Withholding** **Form** (Both Required) [W-4](https://www.marylandtaxes.gov/statepayroll/Static_Files/Employee-W4/2024-W4.pdf) (Federal) ***and*** [MW507](https://www.marylandtaxes.gov/statepayroll/Static_Files/Employee-W4/2024-MD-Withholding-Form-MW507.pdf) (State) |  |  |  |
| **Direct Deposit Form** (Required) [Direct deposit form](https://www.salisbury.edu/administration/administration-and-finance-offices/financial-services/payroll/docs/direct-deposit-revised.pdf) **must be typed and signed with ink** |  |  |  |
| **Policy Sign-off Sheet** (Required)[Student policy receipt & acknowledgment](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/current-employees/_files/Student_Policy_Receipt__Acknowledgement.docx) |  |  |  |
| **OPTION 2: Returning student employees with a break in service from SU greater than one (1) calendar year (Jan thru Dec)** **but less than three (3).** |
| **Federal** **and** **State** **Tax** **Withholding** **Form** (Both Required) [W-4](https://www.marylandtaxes.gov/statepayroll/Static_Files/Employee-W4/2024-W4.pdf) (Federal) ***and*** [MW507](https://www.marylandtaxes.gov/statepayroll/Static_Files/Employee-W4/2024-MD-Withholding-Form-MW507.pdf) (State) |  |  |  |
| **Direct Deposit Form** (Required) [Direct deposit form](https://www.salisbury.edu/administration/administration-and-finance-offices/financial-services/payroll/docs/direct-deposit-revised.pdf) **must be typed and signed with ink** |  |  |  |