



FEDERAL WORK STUDY CHECKLIST



FIRST:

- ☐ **Student** to complete 'STEP ONE' of '**Student Employment Contract**'
- ☐ Have your **Supervisor** complete 'STEP TWO' of Student Employment Contract and the '**Information Systems – New/Rehire Form**', if applicable.

SECOND:

- ☐ **Student** to print the following Payroll Form located on the **Fisher College Website** by clicking **Menu → Admissions and Aid → Financial Aid → Forms and Resources** (on the right side bar) under the '**2020-2021 Work Study Forms**' section:

- **I-9 Form**

- ☐ **Student** to bring to the **Payroll Office** (located on the 1st floor of 118 Beacon Street across from the President's Office, Office Hours: Vary Monday-Friday

Completed I-9 form, the Student Employment Contract, and the following Identification:

- Passport, Birth Certificate **OR** Social Security Card
AND
 - Student ID Card **OR** Driver's License

- ☐ **Payroll** to issue student a PayCom log-in, so that they may log-in to PayCom to complete the remaining Payroll paperwork online by clicking '**View My Checklist**' in the '**Checklist**' box.
- ☐ After all the documents are complete on the **Checklist**, please take the Student Employment Contract back to **Payroll** so they can sign it (the Payroll Office is located on the 1st floor of 118 Beacon Street across from the President's Office, Office Hours: Mondays Only 9am-3pm).

THIRD:

- ☐ **Student** to **E-MAIL** the **Student Employment Contract** and Information Systems – New/Rehire Form (if applicable) after obtaining your supervisor's and Payroll signature to **Annette Mucci** at amucci@fisher.edu to sign 'STEP FOUR.'
- ☐ A signed copy of the **Student Employment Contract** will be e-mailed to you and your supervisor. Once you and your supervisor receive the signed **Student Employment Contract** by e-mail, you may begin working.