

STUDENT EMPLOYMENT

education.
experience.
opportunity.

*At UMaine,
you get it all!*

If you are a student and want to work,
the Office of Student Employment can help
every step of the way.



A Member of the University of Maine System



Want to work? Here's how!

Step 1. Find a job.

- Search the UMaine online job search located at **www.umaine.edu/studemp**
- Ask around — you never know who's hiring. Contact departments you're interested in, talk to friends, talk to advisors, talk to professors.

Step 2. Fill out paperwork.

- Fill out the Student Authorization Form with your employer.
- Stop by Wingate Hall to fill out your W-4, I-9 and Direct Deposit form.
- Don't forget to bring 2 original, unexpired forms of identification — one establishing identity (driver's license, MaineCard, etc.) and one establishing employment authorization (social security card, birth certificate, etc.). A passport fulfills both requirements.

Step 3. Start working!

Helpful contact information:

For information on paychecks, direct deposit, etc.

Student Payroll Office • 207/581-3700; 207/581-3710;
207/581-3713 • 120/124 Corbett Hall
payroll@umit.maine.edu

For information on Work-Study:

Office of Student Financial Aid • 207/581-1324
Wingate Hall • www.umaine.edu/stuaid

To view Student Services, Financial Aid and to log hours:

MaineStreet • mainestreet.maine.edu

*For information on **all** aspects of Student Employment:*

Office of Student Employment • 207/581-1349
Wingate Hall • www.umaine.edu/studemp