



Employer Checklist

Hiring a Student Employee

- Complete the Student Authorization Form for the correct term (Academic Year or Summer)
 - Advise students on how to see if they have been awarded Federal Work-Study (under Financial Aid Award on MaineStreet)
 - Double-check that all the fields are completed, including all required signatures
 - Fax the Student Authorization Form to 207.561.3452
 - Once confirmation is received from the Office of Student Employment, keep a copy of Student Authorization Form in student's employment file

If the student has not worked for the University in the past 12 months:

- Provide the student with a Federal W-4
- Provide the student with a State of Maine W-4
- Provide the student with a Direct Deposit Form
- Send the student to the Office of Student Employment to complete the Federal I-9
 - Advise the student of the documents they need to bring with them when completing the Federal I-9 (Page 5 of the I-9 provides specific information on documentation and is available on the Student Employment website under Employer Resources)

If the student has not worked for the University in the past 12 months and is an international student:

- Advise the student that all tax paperwork must be submitted to the Student Employment Office in Wingate Hall
- Obtain a copy of the student's class schedule
- Set the student's work schedule