

## New Hire Federal Work-Study Payroll Check List

Federal Work-Study Students must complete a Payroll Packet. All forms must be completed in **black ink**. Students are not permitted to work until a completed Payroll Packet has been submitted to the Student Employment Office, and a confirmation email has been received. **Any incomplete or incorrect documents received could delay an employment start date. Failure to complete Step One will delay eligibility for employment consideration.**

### Step One:

- Review Procedures for New Hire Student Employees
- Complete section 1 of the I-9 leaving blank the effective start date.  
[newi9.com](http://newi9.com) (employer code **14654**) **please save I-9 confirmation page as a PDF to submit with step two.**

### Step Two: **YOU CANNOT BEGIN STEP TWO UNTIL YOU HAVE COMPLETED STEP ONE**

**\*\*\*These documents will need to be submitted in person to the Office of Student Employment between Tuesday-Thursday from 8am-4pm\*\*\***

- I-9 Confirmation Receipt (you may attach as a PDF)
- Submit required, original [I-9 acceptable documents](#)
- Copy of Class Schedule
- Federal Work-Study Information Sheet
- Job Certification Form
- Student Employment Agreement Form (Contingent I Student Agreement)
- Employee Supplemental Data Information Form (3 pages)
- On-line Student Orientation Confirmation Sheet

**Step Three:** You are responsible for mailing in payroll related forms to the address at the bottom of each form.

**Please complete fillable forms online, print, and physically sign the forms. \*\*Forms cannot be mailed to CPB until after employment documents are received in office and student has received their start date email.\*\***

- W-4 Form: Federal Withholding Form
- MW-507 Form: State Withholding Form
- State of Maryland Direct Deposit Form (No Voided Check Needed)

**\*\*\*Processing of payroll forms may take approximately six weeks from date received contingent on accuracy of submitted forms.\*\*\***

**\*\*\*Non-U.S. Citizens - Additional Information will be needed for processing I-9:**

- Additional Identification: Permanent Resident Card or Passport**

**Students are not permitted to work until all the requested documents are submitted in person to and approved by our office. Any hours worked prior to our office receiving these documents cannot be paid through FWS funds. A confirmation email will be sent to you and your supervisor once the submitted documents have been approved and processed by our office.**

**Due to interim policy in place for new hire student employees, please expect a delay in receiving a confirmed effective start date.**

Submit completed forms to:

Office of Student Employment, 601 W. Lombard Street, Suite 221 Baltimore, MD 21201

[fws@umaryland.edu](mailto:fws@umaryland.edu)

(410) 706-7347