STUDENT PAYROLL CHECKLIST –
Graduate Assistants
(Please complete Student Employment Packet in ink)

New hire packets must be in the Human Resources Office no later than the 15th of the month in order for a student to be paid for that month.

_____ Graduate Work Study Personal Data Form (Do not use ULM Box for address)
_____ Form I-9 (Employment Eligibility)

- The student should complete Section 1.

- The department supervisor should complete Section 2.
  (The document name, number and expiration date, if applicable, should be written by the supervisor on the I-9 form under List A or List B and List C headings.)

- A complete list of acceptable documents is on page 3 of the Form I-9.
  *(Copies of documents used from List A, B, or C **must** be attached. Both the student and the supervisor **must** sign the I-9 form.)*

_____ W-4 Federal Withholdings
_____ L-4 State Withholdings
_____ Drug-Free Workplace Policy Acknowledgement
_____ Recoupment of Overpayments Acknowledgement
_____ Direct Deposit Form. Attach voided check *(if direct deposit requested)*

Include copy of Drivers License or Student ID and Social Security Card or other form(s) of identification for Employment Eligibility.

International Graduate Workers
_____ Non-Resident Alien Data Form
_____ Copy of I-20
_____ Copy of Visa and Passport

SUPERVISOR SIGNATURE _____ **DATE**_____
HUMAN RESOURCES SIGNATURE_____ **DATE**_____
PAYROLL SIGNATURE_____ **DATE**_____

Additional packets are available at www.ulm.edu/controller/payroll