

Accepting paper work from All Student Workers

Type of student workers:

- Federal Work Study Student (FWS)
- Regular Student Worker (Student Ambassador and Peer Tutor)

FWS:

Forms Needed:

- **FWS contract**- Completed by the Supervisor. Signed/dated by the Student worker on the line indicated
- **Residency certification form**- use **PHYSICAL ADDRESS** where you will be living while working FWS
- **W-4 form**
- **KeyRisk Worker's Compensation form**- employee signs acknowledgement
- **Direct Deposit form**- Highly encourage." Voided check requested but not necessary"
- **I9 Form**-
 - Section 1:** Student must complete
 1. Student should **use their permanent address** even if they are living on campus.
 2. **All fields must be completed**, if any item does not apply please indicate N/A
 3. **Bring original document** from list A or a combination of one document from list B and one document from list C as listed on the "Lists of Acceptable Documents"
 4. Make sure signed and date the form

Regular Student Worker: Student Ambassador and Peer Tutor

Forms Needed: SAME as FWS (except there is no contract)

- **Residency certification form**- should use PHYSICAL ADDRESS where they will be living while working
- **W-4 form**
- **KeyRisk Worker's Compensation form**- employee signs acknowledgement
- **Direct Deposit form**- Highly encourage." Voided check requested but not necessary"
- **I9 Form**- notes:
 - Section 1:** Student must complete
 - 5. Student should use their permanent address even if they are living on campus.
 - 6. **All fields must be completed**, if any item does not apply please indicate n/a
 - 7. **Bring original document** from list A or a combination of one document from list B and one document from list C as listed on the "Lists of Acceptable Documents"
 - 8. Make sure signed and date the form

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