



# New Hire Form



**Each student with a new job on campus must provide this completed form to Student Employment Services prior to completing their employment paperwork:**

The following information is required to get a newly hired student onto payroll:

Job Number \_\_\_\_\_ Department \_\_\_\_\_

Department Contact Name \_\_\_\_\_

Time Traq Manager \_\_\_\_\_ Manager's UIN \_\_\_\_\_

Department Email address to send student's UIN \_\_\_\_\_

New Hire Full Name \_\_\_\_\_ BuffID \_\_\_\_\_

Student's Email Address \_\_\_\_\_

Estimated Start Date \_\_\_\_\_ Student's Job Title \_\_\_\_\_

Hourly Pay Rate \_\_\_\_\_ Work Study Yes/No \_\_\_\_\_

Account # from which to Pay Student \_\_\_\_\_

Account # for \$5 Background Check fee to UPD \_\_\_\_\_

**Please note that a Hiring Report Form is still required before employment paperwork can be processed.**

**The student will need to do the following:**

1. Complete payroll packet at Student Employment Services CC 113, 651-2397.  
**Federal law requires that the I-9 be completed by the third day of employment. You must provide the necessary I-9 documentation** – commonly a driver's license and a Social Security card. See "Lists of Acceptable Documents" on the back of the I-9 or call 651-2397.  
**Documents must be original items – no faxes, emails or copies.**  
NOTE: International students have additional paperwork to complete.
2. Background checks are required for all WTAMU employees. Please bring your driver's license with you to Student Employment Services.
3. Federal Work Study students must also obtain authorization papers from Financial Aid.
4. Pick up paycheck in Payroll Offices (photo ID required) – OM116, phone 651-2087. OR sign up for automatic deposit. Please bring voided check or Direct Deposit information from bank to Student Employment Services when you fill out your employment packet.

**I have received notice about the steps I need to take in order to get paid.**

\_\_\_\_\_  
Student's Signature & Date

To be completed by Student Employment:

- New Employee
- Additional Job
- Reactivation
- HRF Received

UIN \_\_\_\_\_