Student Employee New Hire Checklist

- PPAF
- Student Employee Application
- I-9 Form (with correct copies of documentation)
- Employment Verification Affirmation Form
- Copy of Social Security Card (if not already included as I-9 documentation)
- W-4 Form (for the current calendar year)
- Direct Deposit Form (with voided check or direct deposit form issued by the financial institution attached)
- Employment/ Criminal Background Information Self-Disclosure Form
- AHEC Policies Signature Sheet
- Social Security Verification Sheet
- Form SSA-1945 (Statement Not Covered by Social Security)
- Student Verification Form with Class Schedule Attached
- TIAA-CREF Form (For students enrolled in less than 6 credit hours or attending a Non-AHEC school)