

New Student Employment Hiring Checklist

ATTENTION STUDENT EMPLOYEES:

You may not begin working until you complete the hiring process.

- 1) Complete the [Salary Authorization Request](#) form with your supervisor. (A direct supervisor's signature is required in order to initiate your request.)
- 2) Complete direct deposit authorization online: checkmarq.mu.edu → Quick Links → Bursar → Sign Up for Direct Deposit. (Direct deposit is **mandatory**. Student employees are paid bi-weekly.)
- 3) Gather your form(s) of personal identification for your I-9 form. (See page 3 of the [I-9 form](#) for acceptable forms of ID. Please note that copies and/or expired documents are **not accepted**.)
- 4) Submit the signed Salary Authorization Request form to the Law Student Affairs Office, Eckstein Hall, Room 238. (*You must do this before you file anything with MU Student Employment.*)
- 5) The Law Student Affairs Office will generate a Job Placement form.
- 6) Once you have your Job Placement form, ***immediately*** go to Zilber Hall to file your W-4 and I-9 forms with MU Student Employment.

TAKE YOUR FORM(S) OF PERSONAL IDENTIFICATION and JOB PLACEMENT FORM WITH YOU.

- MU Student Employment is located on the first floor of Zilber Hall in Marquette Central.
- They will provide you with the W-4 and I-9 forms. *Do not complete these ahead of time.*
- Please contact MU Student Employment with any questions regarding acceptable forms of personal identification for the I-9 form, 414-288-4000.
- Tips for completing the W-4 form:
 - Exemptions
 - 0 = Highest tax taken out, less pay. (*If your parents claim you, you must check 0.*)
 - 1 = Less tax taken out, more net pay.
 - If exempt is checked:
 - NO Federal or State tax is taken out. (*Caution: you may end up owing.*)
 - W-4 form will expire every February, and you must refile your W-4 annually.
 - FICA is always taken out unless enrolled full time (12+ credits) and working 20 hours or less.

If you wait longer than 24 hours to file your I-9, your hire will expire, and you will need to return to the Law Student Affairs Office, Eckstein Hall, Room 238 for rehire.

- 7) Return your stamped Job Placement form to Law Student Affairs Office, Eckstein Hall, Room 238. You will then be given information regarding your timesheet entry and payroll schedule.
- 8) The hiring process is complete and you may begin working. (Please see reverse page.)

Student Employment Reauthorization

If you wish to continue your student employment over the summer or into the next academic year, please be aware that your student employment assignment will need to be reauthorized to remain an active employee.

To be reauthorized, simply complete the form found here:

<https://mulaw.wufoo.com/forms/student-employment-reauthorization/>

Failure to complete the reauthorization form prior to the end of the employment term will result in automatic termination of your employment in the University payroll system.