Hiring Checklist –
New Hire Student Employment

	Completed By	✓ If Complete
Action: Paperwork (All)		
Complete the Bi-Weekly Paid Student Authorization Form	Department	
Complete the Personal Data Form	Student Employee	
Complete the W-4 (Federal Tax Form)	Student Employee	
Complete the A-4 (Alabama State Tax Form)	Student Employee	
Complete the C-4 (Auburn City Tax Form) *Applicable only to those performing work within the city of Auburn*	Student Employee	
Action: Paperwork (Drivers) *Complete this section only if driving is part of your job responsibilities*	**Completed By**	**✓ if Complete**
Complete the MVR Release Form and submit to weagleworkers@auburn.edu, separate from the rest of your hiring packet. Student Employment will run motor vehicle records and send to Risk Management & Safety. Driving privileges will be determined in accordance with the University Fleet Safety Policy.	Student Employee and Department	
Action: Paperwork (Minors) *Complete this section only if you are 18 years of age or younger*	**Completed By**	**✓ if Complete**
Age 16 – 18: Complete the Alabama Child Labor Employee Information Sheet	Student Employee	
Age 14 – 15: Complete the Alabama Child Labor Eligibility to Work Form	Student Employee	
Action: Online (Foreign National) *Complete this section only if you are a Foreign National employee*		

Complete the Foreign National Tax Form
  • Note: The student employee will need the associated immigration and work authorization documents available to upload into the system.
  • Note: See Foreign National Tax Form Instructions for detailed information on how to complete this step
	Foreign National Student Employee	

Action: Online (All)		

Complete the online I9
  • Go to www.newI9.com
  • Enter 18580 for the Employer Name or Code
  • Note: Section 1 must be completed by the student employee **no later than the first day of employment**
  • Note: Section 2 must be completed by the person who views the physical I9 documentation **no later than the third day of employment**
  • Note: Consult page 3 of the Form I-9, List of Acceptable Documents to view the documents that may be used for the completion of the I9.
  • Note: The I9 is not complete until the acceptable documents are uploaded into the I9 system and E-verify is complete.
	Section 1: Student Employee
	
	Section 2: Department or Student Employment Representative	

Action: Paperwork Submission (All)		
- Include the student employee's class schedule with the completed documents. If the student employee is not currently enrolled, but is eligible to be employed due to the "sandwich rule[1]", include the previous semester's schedule and a note indicating that he/she will be enrolled again the following semester. The Student New Hire process may be completed in **one** of the following two ways: - Upload all completed forms (utilizing the Bi-Weekly Paid Student Authorization Form as the coversheet), to the [New Hire Secure Document Upload](#). **OR** - Send all completed forms (utilizing the Bi-Weekly Paid Student Authorization Form as the coversheet), in a marked envelope that reads as follows: Auburn University Human Resources Attention: Records Student Employment Paperwork *Please do not send duplicate packets, departments should choose to send via Secure Upload **OR** Campus Mail.* *Incomplete packets will not be processed until all required documents are received (do not email or fax documents)* *Ensure MVR Release Forms are sent to weagleworkers@auburn.edu and not included with the above hiring packet.* - Note: Human Resources is housed at the AU Administrative Complex located at 1550 East Glenn Avenue	Department	

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Student Employment Contacts

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Abbi Brown	Director, Student & Temporary Employment	barrabb@auburn.edu	(334)844-1610
Amy Bruce	Manager, Student & Temporary Employment	robera2@auburn.edu	(334)844-1671
*April McFarlin	Coordinator, Employee Records	mcfaral@auburn.edu	(334)844-1615

*Note: Contact April McFarlin **only** if you have questions regarding the receipt and entry of student employment paperwork. All other student employment inquiries should be directed to Abbi Brown or Amy Bruce.

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[1] Enrolled the previous semester and will be enrolled in the following semester. Not enrolled "sandwiched" between two semesters of enrollment.