**Student employment paperwork needed** *(sent from submitter, you will be cc’d on email)*

Welcome to the team!

In order for you to be officially hired and scheduled for your first shift, please stop by the Office of Financial Aid to complete the required [Student Employment Paperwork](https://studentjobs.richmond.edu/students/pdfs/Student_Employment_Packet.pdf)  (tax and I-9 forms) between the hours of M-F 8:30am and 5:00pm. These forms must be completed and turned in **before** you can legally begin working. Be sure to bring original document(s) to meet the [I-9 requirements](https://studentjobs.richmond.edu/students/pdfs/I-9%2520Acceptable%2520Documents.pdf) (e.g., social security card, unexpired passport or birth certificate, etc.).  You will need to show one original document from column A or a combination of one original document from both columns B and column C.

International students should contact [Devon Slough](mailto:dslough@richmond.edu) in the International Taxation office to schedule a meeting to fill out required U.S. employment and taxation paperwork. Please visit the [Employment Process](https://controller.richmond.edu/payroll/international/employment/student.html) website for general information and answers to frequently asked questions.

Please refer to the New Employee section [here](https://studentjobs.richmond.edu/students/paperwork.html) on the Student Employment website for help with filling out the linked paperwork. Also, please be sure to read through the [Student Employment Handbook](https://studentjobs.richmond.edu/students/pdfs/Student_Employee_Handbook.pdf) for additional information on Web Time Entry, Taxes, Federal Work Study Eligibility and more.

If you do not have the necessary documentation for the I-9 and would like to obtain a free replacement social security card, please visit the Social Security Info section on the website [here](https://studentjobs.richmond.edu/students/social-security.html).

If you are interested in direct deposit, please sign up online [through BannerWeb](https://controller.richmond.edu/common/pdf/payroll/DirectDepositInstructions.pdf) once you have the Employee tab active. You can also stop by the Payroll office with a voided check or have the bank routing/account numbers with you.

If you have any questions, please reach out to your supervisor or the Office of Student Employment. Thank you!

**Final email to student after fully approved** *(sent from submitter, you will be cc’d on email)*

Welcome to the team!

Your {Position Title} employment record has been created with a start date of {Job Begin Date}. If your job uses timesheets, it should be available in BannerWeb within 48 hours.

There are a few onboarding steps remaining. Please be sure to read through the [Student Employment Handbook](https://studentjobs.richmond.edu/students/pdfs/Student_Employee_Handbook.pdf) for additional information on Web Time Entry, Taxes, Federal Work Study Eligibility and more. If you are interested in direct deposit, please sign up online [through BannerWeb](https://controller.richmond.edu/common/pdf/payroll/DirectDepositInstructions.pdf) once you have the Employee tab active.

If you have any questions, please reach out to your supervisor or the Office of Student Employment. Thank you!