STUDENT ☐ GSA ☐ NEW HIRE CHECKLIST (CHECK ONE)

Please go to Human Resources to complete the employment process. Please take this form with you, complete the following information and return this form to your supervisor once it has been approved and signed by Human Resources. **You will NOT be able to work until you have returned this approved form to your supervisor.**

Employee's Full Name: _____   Date: _____

Department: _____   Supervisor: _____

You should complete a Student & GSA New Hire Checklist Packet after the Student/GSA Application is approved by Human Resources Office and submit to Human Resources **BEFORE** you start working.

STUDENT & GSA EMPLOYMENT PACKET

Initial	
	Read and sign the Student Employment Agreement
	Fill out the Student Employment Personnel Data form
	Complete the Student Account Payroll Deduction Authorization form
	Read and sign the FICA (Social Security & Medicare) Exemption form
	FORM W-4 – Sign the Employee's Withholding Allowance form
	FORM VA-4 – Commonwealth of Virginia Department of Taxation
	FORM I-9 – Employment Eligibility Verification *** **MUST BE SIGNED AT HR IN PERSON**

***Note: For a complete list of acceptable documents, please refer to the 3rd page of the I-9 Form. Typical is an UNEXPIRED ORIGINAL document from List A or if you do not have one you will need one document from BOTH List B AND C.

<u>International Students</u>
If you are an International Student, please bring your I-20, I-94, Passport or Employment Authorization and any other supporting documentation for the I-9 verification. All documents MUST be valid including your Foreign Passport. If your passport expires at anytime during your employment with Liberty University, your employment will be terminated.

GSAs are required to also provide a signed Doctrinal Statement. ☐ (HR Initial)

ID #1 _____   ID #2 _____

Once we complete the verification of your Student & GSA New Hire Checklist, you will receive a signed copy of the Checklist for your hiring supervisor as a proof that the verification was completed.

_____   _____
Human Resources Representative   Date