Workforce Management
Student Employment

Student Employment Checklist

New Hire Students

Payroll Action Form (PAF)

Payroll/ Personnel Information (PPI)

I-9 (Employment Eligibility Verification)

Per Federal guidelines please have your student employee present the original I-9 Supporting Documents to WFMO located at 200 Broadway, Suite 120.

Form W-4 (Employee's Withholding Allowance Certificate)

Form L-4 (Louisiana Employee's Withholding Exemption Certificate)

Authorization Agreement for Payroll Direct Deposit (with a voided check)

Reminders:

- Federal Work-Study (FWS) Verification Award Statements are provided on line.
- Students can access and print their FWS Award information from the Financial Aid website.
- Students are allowed to work only **ONE** FWS job.

Returning Students

Payroll Action Form (PAF)

Federal Work-Study Verification (FWS Award Statements are provided on line. Students can access and print their FWS Award information from the Financial Aid website)
Students are allowed to work only **ONE** FWS job.

Reminders:

- The documents listed above can be obtained from the WFMO Forms web page.
- Please email your completed student employee packets to WMSE@tulane.edu or send the originals to Workforce Management Office at 200 Broadway Street, Suite 120.
- If you need further assistance regarding *Student Paperwork*, please contact Socorro "Daisy" Espiritu at 504-314-2219 or email daisye@tulane.edu.
- If you need assistance regarding *Student Program Placement*, please contact Luis Behrhorst at 504-865- 5149 or email Lbehrhor@tulane.edu .