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.