



Student Employee On-Boarding Checklist



Student: _____
Supervisor: _____

Student Employee needs to bring...

- US Passport OR Drivers License (State ID)

- Social Security Card OR Birth Certificate

- Know Social Security Number

- Blank Check or Account Information

Supervisors need to have student complete...

- SUNY Broome Student Employment Form

- Direct Deposit Form (if desired)

- IT-2104

- W-4

- I-9

- EEO/AA Status Sheet

Students cannot legally work until these forms are completed and returned to Human Resources

Please sign below when all materials are accounted for:

Supervisor Signature: _____

Date: _____