



Student Employment Paperwork Guide

1: Wolverine Access Student Business

- Complete the following online forms, available on [Wolverine Access](#)
 - Student Employment Application
 - Michigan Tax Form
 - Federal Tax Form
 - Direct Deposit Authorization Form (optional)
- If Direct Deposit is not utilized, you must pickup paychecks at one of the following Paycheck Distribution Sites:
 - Bursley Hall Community Center
 - East Quad Community Center
 - Mary Markley Community Center
 - West Quad Community Center
 - Campus Payroll at Wolverine Tower

2: Documents Needed for Verification

- Prepare documents for evidence of identity and employment authorization. For a list of acceptable documents, refer to page 2 of [Form I-9 Employment Eligibility Verification](#)
- A list of common documents used for identity and/or employment authorization is presented below.
 - One document from List A is needed. Alternatively, one document from List B and one document from List C are needed.
 - Expired documents, photocopies, faxes, or email attachments of any documents will not be accepted.

List A	List B	List C
Passport	Driver's license	Social Security card
	Mcard	Original or certified copy of birth certificate

3: Process your Paperwork

- Come to 1500 Student Activities Building, located on 515 East Jefferson Street. Hours are Monday through Friday, 8:00 am to 5:00 pm.
- Complete all necessary paperwork—the staff will look up your employment status and provide you with all the necessary paperwork.
- Provide all documents for evidence of identity and employment authorization (as directed in Part 2) along with your completed paperwork.
- Staff will validate paperwork, validate your Student Employment Application, assign a Paycheck Distribution site only if Direct Deposit is not utilized, and notify your Hiring Manager that you may begin employment.

You **may not** begin employment until verification is complete.