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.

<table>
<thead>
<tr>
<th>List A</th>
<th>List B</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>Driver’s license</td>
<td>Social Security card</td>
</tr>
<tr>
<td>Mcard</td>
<td>Mcard</td>
<td>Original or certified copy of birth certificate</td>
</tr>
</tbody>
</table>

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.