Student Worker New Hire Checklist

Congratulations on your new job! Before you are able to begin work there are a few things you will need to complete.

1. Logon to your CampusWeb account and click on "Document Tracking" to see if you have any new hire documents listed as "Not Received". The new hire documents are as follows:
   a. W-4 Form
   b. I-9 Eligibility Form – Requires proof of Identification. See the form to see which document(s) will meet this requirement.
   c. State Tax Form
   d. Direct Deposit Form

PLEASE NOTE: IF YOU ARE A HENDRIX WORK STUDY STUDENT AND HAVE NEVER WORKED ON CAMPUS THERE COULD BE A DELAY OF UP TO 24 HOURS FROM THE TIME YOU ARE HIRED TO THE TIME THESE DOCUMENTS SHOW UP IN DOCUMENT TRACKING ON YOUR CAMPUSWEB ACCOUNT.

2. If any of the new hire documents indicate "Not Received" you will need to go to www.hendrix.edu/getworkstudy and print the required documents.
3. Complete all required documents.
4. Gather all identification that are required with these documents. We are required to have originals. Please do not provide copies or pictures of these documents.
5. You will need to bring these documents to Financial Aid located on the second floor of the Dawkins Welcome Center. DO NOT SEND VIA EMAIL as this is a violation of federal regulations.
6. Hendrix aid participates in E-Verify to verify you are authorized to work in the United States. Once Financial Aid receives all necessary documents and identification, and receives an E-Verify Authorization, you and your supervisor will receive an email that states you are able to begin work.
7. At this time you will have access to an online timecard on CampusWeb.

YOU WILL NOT BE ABLE TO START WORK UNTIL ALL OF THE PREVIOUS STEPS ARE COMPLETED