

Hiring Paperwork Instructions for NU funded Positions

1. **When you are hired:**

- a. You will **fill out a Cooperative Education Placement Sheet** with the co-op coordinator who manages the job (this helps you get paid).
- b. **Read, sign and submit the form** to the Student Employment Office BEFORE you begin working. You will not be paid until this form is received and processed.
When you go to submit your placement sheet, **if you've never worked on campus before, you will need to submit a W-4, I-9 (Employment Eligibility Form) and Direct Deposit form.**
 - i. **The W-4** form tells the University how many taxes to take out of your paycheck.
FYI - No employees at NU can advise you on how to fill out this form because we cannot give "personal financial advice". You can Google it or ask you parents/guardians.
 - ii. For **the I-9 form** you will need unexpired supporting documents to confirm you are eligible to be employed in the United States such as a;
 - A. US Passport / US Passport Card or Permanent Resident Card or
 - B. A photo ID (license, state ID or school ID) AND a birth certificate or social security card.
 - iii. For the **Direct Deposit** form you will need supporting details from your banking institution to confirm the routing number and account number inputted on the form. Such as a voided check or printed slip from the bank.
 - A. You can find the forms and a complete list of all acceptable documents via the Student Employment site under "Information for Students" then "Student Forms".

2. **Complete your timesheets weekly;** you will then get paid.

3. **Any issues with your hire, time sheet or payment contact the Student Employment Office.**

Remember to be pleasant, they are trying to help you.