



Student Employment Office
The University of Southern Mississippi
118 College Drive, Box #5014
Hattiesburg, MS 39406-0001
601-266-4157 (phone) · 601-266-4160 (fax)

HIRING PAPERWORK CHECKLIST

Date: _____

Name: _____

Empl ID: _____

Department Name: _____

Box #: _____

Dept. Contact Person: _____

Phone Number: _____

- Graduate Assistant Assign Form** or **Graduate Work Study Assignment Sheet** completed and routed to necessary signature authorities.
- W-4** must be completed and signed by student.
- State Tax Form** must be completed and signed by student.
- I-9 Section 1** must be completed and signed by student.
- I-9 Section 2 must be completed and signed by someone in your department.** Student must provide 2 forms of ID (one photo ID proving identity, and one ID proving citizenship status. See back of I9 for list of acceptable IDs).
- State Directory of New Hires** must be completed by student.
- Direct Deposit Form** must be completed and signed by student, with proper bank documentation attached. *Direct Deposit is required.
- Foreign International** students are required to see the Office of the Controller for a tax assessment before they can be hired. Student should contact Andrea Phillips at 6-4102 to make an appointment.
- Other as specified** _____

INSTRUCTOR OF RECORD

- Verification of Faculty Credentials**

OFFICIAL TRANSCRIPTS

- Bachelor's**
or
- Master's** (or 18 graduate hours in field of teaching)