



Student Employment Services
University of Massachusetts Boston

100 Morrissey Boulevard
Boston MA 02125
T: 617.287.6320
F: 617.287.6335

Student Pre-Employment Paperwork Checklist

Follow the steps below to complete your Pre-Employment Paperwork process:

- 1. Pre-Employment Confirmation Worksheet**
 - Highlighted student section completed
- 2. Form I-9 Employment Eligibility Verification**
 - Section I of Page I completed
- 3. Personnel Data Questionnaire completed**
- 4. Data Security Compliance Statement completed**
- 5. Student Employment Guidelines completed**
- 6. M-4 and W-4 Tax-Withholdings forms completed**
- 7. Direct Deposited form completed**
- 8. Submit Pre-Employment Paperwork and present IDs to Student Employment Staff**
 - You can bring your IDs and completed forms in person to the Student Employment office. We are on the 4th floor of the Campus Center. Hours are Monday to Thursday 9:00am to 5:00pm and Friday 10:00am to 4:00pm.
 - All IDs must be the original item (no photocopies, please). Review the [Acceptable Document List](#).
- 9. Submit the signed Pre-Employment Confirmation Worksheet to your supervisor.**