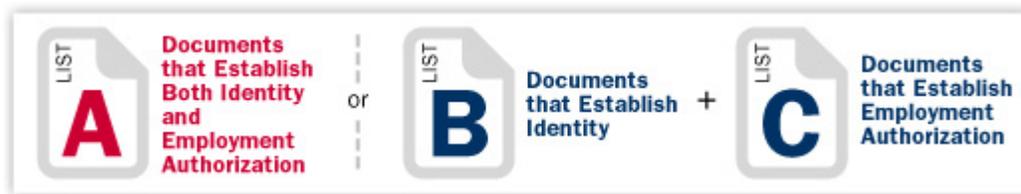


1: Wolverine Access Student Business

- Complete the following online forms, available on Wolverine Access (at <http://wolverineaccess.umich.edu/>):
 - Student Employment Application
 - Michigan Tax Form
 - Federal Tax Form
 - Direct Deposit Authorization Form (optional)
- If Direct Deposit is not utilized, you must pick up paychecks at Wolverine Tower.

2: Documents Needed for Verification

- As required by Federal Law, all newly hired students must provide documentation showing identity and authorization to work in the United States. All documents must be original, no photocopies are accepted.
- Prepare documents for evidence of identity and employment authorization. For a list of acceptable documents, refer to page 9 of Form I-9 Employment Eligibility Verification (available online at <http://hr.umich.edu/hrris/forms/pdfs/i-9.pdf>).



3: Process your Paperwork

- Come to 512 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 direction in Part 2) along with your completed paperwork.
- Staff will validate paperwork and notify your Hiring Manager that you may begin employment.

You **may not** begin employment until verification is complete.

Thank you,

Student Life Temporary and Student Hiring • 512 Student Activities Building • 515 East Jefferson Street • Ann Arbor, MI 48109 E-mail: workforus@umich.edu • Website: www.jobs.studentlife.umich.edu • Office Hours: Monday – Friday (8am – 5pm)