1: Wolverine Access Student Business

- Complete the following online forms, available on Wolverine Access (at [http://wolverineaccess.umich.edu/](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](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](http://www.jobs.studentlife.umich.edu) • Office Hours: Monday – Friday (8am – 5pm)