

# You found a job on campus! Now what?

The Student Employment Packet is required for your paycheck.

## Be prepared to

- Provide direct deposit information
- Complete income tax forms, both Federal and MS
- Provide supporting documentation to verify that you are eligible to work in the United States

## Complete

<http://www.olemiss.edu/depts/HR/employ/studentppw.pdf>

Please complete the packet of forms or you may request and complete forms at the Department of Human Resources, [map](#).

You must turn in the completed forms in person along with your supporting documents at the Department of Human Resources.



Don't Leave Home Without Them!

## Bring

- Direct deposit bank account verification – voided check, letter from your bank, or card verifying the routing number and your account number
- Original acceptable documents, most commonly a passport, or driver's license/ID & social security card, or driver's license/ID & birth certificate . A complete list of acceptable documents is available at : [http://www.olemiss.edu/depts/HR/employ/I9\\_022209.pdf](http://www.olemiss.edu/depts/HR/employ/I9_022209.pdf)

## About Direct Deposit

Direct deposit promotes safe, confidential, and convenient paycheck payments. This convenience provides the student with funds available on the morning of payday. Payroll remunerations are viewable on the *myOleMiss.edu* website. In addition to providing a convenience to the student, this policy also serves as a team effort in taking part in the University's "green" initiative by eliminating check stock, MICR (magnetic) toner, and envelopes. Direct deposit is safe, efficient, and "green" – while providing funds to the student on pay day! If you don't already have an account, visit the link for [local banking options](#).