

You found a job on campus! Now What?



The fully completed Student Employment Packet is required for your paycheck.

Be Prepared To

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

Complete

Please complete the packet of employment forms available online at

<http://www.olemiss.edu/hr/students.html> or you may request and complete forms at the Department of Human Resources/Student Employment – [Lester Hall](#).

Bring

- Direct deposit bank account verification – voided check, letter from your bank, or card verifying the routing number and your bank account number
- Original acceptable documents, most commonly a passport, or driver's license/ID **and** social security card, or driver's license/ID **and** original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal. Visit the Department of Homeland Security website and review the complete list of acceptable, original documents used to verify employment eligibility on page 5: <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

You must turn in the completed forms **in person** along with your supporting documents at the Department of Human Resources/Student Employment – [Lester Hall](#).

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 myOleMiss.edu. 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 payday! If you don't already have an account, visit <http://www.olemiss.edu/hr/files/payroll/LocalBankingOptions.pdf> for local [banking options](#).