Jackson State University
Work Aid Checklist

Employee Packet consists of all forms listed below

- Complete Work Aid Personnel Action Form / Contract
- Attach a copy of your class schedule
  (Please return to your supervisor for their records)
- Attach a copy of your work schedule
  (Please return to your supervisor for their records)
- Complete Employment Eligibility Verification (Form I-9)
- Copy of picture I.D. (Driver License or School I.D.)
- Copy of Birth Certificate or Social Security Card
- Complete the Employees Withholding Allowance Certificate (W-4 Form)
- Complete Mississippi Employee’s Withholding Exemption Certificate (State Tax Form)
- Complete the Direct Deposit Authorization Form (Return to Financial Services)
  Voided Check
  or
  Letter from Financial Institution

ALL FORMS MUST BE TURNED IN TO THE OFFICE OF PAYROLL PRIOR TO REPORTING TO WORK. ANY INCOMPLETE FORMS WILL DELAY YOUR PAYMENT UNTIL THE FOLLOWING PAY DATE.

<table>
<thead>
<tr>
<th>Employee Packet is need if:</th>
<th>Only the Personnel Action Form is needed if:</th>
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<tbody>
<tr>
<td>* New Hire</td>
<td>* Renewing employment status</td>
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<tr>
<td>* Break in employment for year</td>
<td>* Change in pay rate (hourly or monthly)</td>
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<tr>
<td>* Tax information has changed</td>
<td>* Terminating employment</td>
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