

# 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)

**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.**

Employee Packet is need if:	Only the Personnel Action Form is needed if:
<ul style="list-style-type: none"> <li>* New Hire</li> <li>* Break in employment for year</li> <li>* Tax information has changed</li> </ul>	<ul style="list-style-type: none"> <li>* Renewing employment status</li> <li>* Change in pay rate (hourly or monthly)</li> <li>* Terminating employment</li> </ul>

- \_\_\_\_\_ Complete the Direct Deposit Authorization Form ( Return to Financial Services)
- \_\_\_\_\_ Voided Check
- or
- \_\_\_\_\_ Letter from Financial Institution