Instructions for Completing **RE-HIRE** Employment Forms (Off-Campus)  
(Students)

**All forms must be dated prior to working. Be sure to sign all of them.**

NOTE: Your Employee ID Number will be assigned to you after you have been hired.

**STUDENT PERSONNEL DATA FORM** (page 2)
*Complete all applicable information.

**STATE OATH OF ALLEGIANCE, PATENT POLICY, AND PATENT ACKNOWLEDGMENT** (page 3)
*Sign at the top (“Officer or Employee”) and sign & date at the bottom (“Employee/Guest”) in the presence of a Notary Public. The Notary must sign the top & bottom, as the witness.

*Note: If you are not a US citizen or Permanent Resident, you do not have to sign the Oath of Allegiance (top section). Simply draw a line across the signature area and write “Citizen of ____________” (name of your country).

*All dates must match and must be prior to (or the same as) the first day of work.

**EMPLOYMENT ELIGIBILITY VERIFICATION (I-9 FORM)** (pages 4-5)
*Complete the top 1/3 of the form. Be sure to sign and date it.

* See the list of acceptable documents on the following page. You will need to provide the Notary (same person witnessing the Oath/Patent Policy) with original identifying documents, which (s)he will xerox; copies to be included with the packet. The Notary must complete the bottom portion of the form.

**PAYROLL & NON-PAYROLL DEPOSIT AUTHORIZATION FORM** (page 6)
*This is to have your paycheck directly deposited into a checking or savings account.

*Be sure to attach a voided check in the designated area. If it is for a Savings Account, or if you do not use paper checks, supply a letter from your bank verifying the account number and transit routing number.

**STATEMENT RE YOUR EMPLOYMENT IN A UNIV. POSITION NOT COVERED BY SOCIAL SECURITY** (page 7)
*Fill in your name and Social Security Number. Sign and date on the bottom of the page. Note: This pertains to Limited employment assignments. If it is determined that it does not pertain to your appointment, the form will be destroyed.

**WORK-STUDY**
*If you have been awarded Work-Study, submit your Work-Study Referral along with all of the other completed forms.

DO NOT BEGIN WORKING UNTIL YOU HAVE COMPLETED THIS PROCESS!