



Dear Student,

Welcome and congratulations on securing on-campus employment! All students must complete New Hire paperwork and attend New Hire Orientation. Please bring the following forms of identification to Career Planning and Development located in Room 202 of the GUC between the hours of 8:00am and 4:30pm.

Please provide two of the following forms of IDs, **only one** can be a photo ID. Copies **will not** be accepted.

Passport  
Driver License  
Student ID  
Military ID  
Social Security Card  
Certified Birth Certificate

Direct Deposit is recommended for receiving both Federal and University work study earnings. However, direct deposit is **is not** required for Federal Work Study earnings. If you are interested in participating in direct deposit, please provide a voided check **or** a letter from your bank that indicates your name, routing number and account number. **You cannot begin working until paperwork is completed.**

During orientation, we will complete new hire paperwork (if not yet completed) including I-9, State and Federal tax forms as well as distribute and discuss policies and procedures of the Student Employment Handbook. To register for the one-hour orientation session, please visit [career.una.edu](http://career.una.edu) and click Calendar of Events. If the scheduled orientation dates conflict with your class schedule, please contact Stephanie Smith in Career Planning and Development. She will schedule a 15 minute computer module to accommodate your schedule.

If you do not have your Social Security Card, a Social Security Card may be requested at the local SS Office. At the time of your request, a letter will be provided to you that indicate your name and social security number. Your New Hire paperwork can be processed with that letter. Please see below for directions to the SS Administration Office.

Directions to Social Security Administration Office:

Leaving from the main entrance (from Bibb Graves/Lions Habitat), travel to the second light on Court Street (Legends Steak House). Make a left onto Tombigbee and travel three blocks to Walnut. The SS office is on the corner. It is a brown building w/ SS Administration on the side of it.

If you have any questions, please contact Stephanie Smith at 256-765-4590 or [srsmith3@una.edu](mailto:srsmith3@una.edu).