The following is an excerpt from the Tufts Student Employment Manual, provided for your convenience. For further information on Tufts’ Student Employment Office’s policies and procedures, please see the full manual available at http://studentservices.tufts.edu/studentemployment.

**Required Forms:**

- **Employment Eligibility Verification Forms (I-9’s)**

Every student employee must have an I-9 on file at the HR Service Center in the Tufts Administration Building. This is in accordance with the Immigration Reform and Control Act of 1986, which requires all employers to obtain proof that a prospective employee is eligible to work in the United States. This law applies to citizens and non-citizens. The I-9 Form may be downloaded off of the web, along with all of the condition of hire forms. An I-9 Form needs to be filed only once during an employee’s tenure at Tufts unless he/she leaves the University for more than one year or his/her authorization to work has expired.

All employees must complete Section 1 of the I-9 Form at the commencement of employment but no later than three days after the date of hire. The employer representative must complete Section 2 within three business days of the date that employment commences. If the employee is authorized to work, but is unable to present required document(s) within the allotted time, the employee must present a receipt for the application of the document(s). The actual document(s) must then be presented within ninety days from the date of hire.

Employers must record: (1) the document title; (2) issuing authority; (3) document number; (4) expiration date, if any; and (5) the date employment begins. Instructions for completing the I-9 Form are available and should be referenced for a list of acceptable documents. Employees must present original documents. Tufts University requests employer representatives to photocopy original documents and submit the same with the completed I-9 Form. The employer representative is responsible for ensuring the I-9 Form is completed timely and accurately. Employees failing to successfully complete the I-9 Form within the required time will be terminated.
Form W-4, Employee Withholding Allowance Certificate

This one form is used for both the federal and state withholding allowances. If the employee would like to claim a different state withholding than their federal counterpart a Form M-4, Massachusetts Employee’s Withholding Exemption certificate would be required.

Direct Deposit Enrollment Form

The University will pay all student employees exclusively via direct deposit. Students can have their net pay directly deposited to a checking or savings account at any financial institution they choose. The Human Resources Service Center pre-notes all requests for direct deposit. Pre-noting is an electronic test to the financial institution to verify the transit-ABA #, account #, and the name on the account. Students should verify their Direct Deposit information every September and fill out a new Direct Deposit form if their account information has changed.