



WORK AUTHORIZATION STUDENT EMPLOYMENT

In order to begin working your student job you must complete your work authorization. This is part of the employment on-boarding process. You only have to go through this process once, as your work authorization is valid until your graduation. **You may not start working, attend training, or meetings until you are work authorized; complete these items as soon as possible!**

The work authorization process consists of three steps:

- 1a.** Workday inbox 'to-do' item - Complete Form I-9 (Section 1 only). Enter required information. Once completed, it will route to the student employment coordinator to complete Section 2. This is a federally mandated requirement by the Department of Homeland Security. Completion of this form verifies your eligibility to work in the United States. **Note: This step must be completed on or before your start date.**
- 1b.** In-person verification of documents for federal Form I-9. See List of Acceptable Documents (page 3). The documents you bring to this appointment must be original. **These documents cannot be copies, pictures or scans, and cannot be expired.** Schedule an appointment with the student employment coordinator to present your documents.
- 2.** Workday inbox 'to-do' item – Complete federal Form W-4 and state Form W-4ME.
- 3.** Workday inbox 'to-do' item – Complete Direct Deposit/Payment Election. Enter your bank name, account number (NOT your debit card number), and routing number, as required. Direct deposit is the preferred method of payment at Colby College.

Once you have completed these items, you will receive additional 'to-do' items in your inbox to complete. For example: Enter Personal Information,* Enter Contact Information,* Edit Government IDs (enter **Social Security number**), etc. NOTE: If you do not have a Social Security number, you can visit the local Social Security Administration office to obtain one.

*Workday is not currently the student system of record so making changes here does not change personal information you provided the College initially.