

# Law Student Employee Checklist

2005-2006

To Be Completely Filled Out By Student:

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_

supervisor

address

phone

Rate of Pay: \$ \_\_\_\_\_ per hour

Start Date: (approx) \_\_\_\_\_ End date: \_\_\_\_\_

Paycheck delivery: Pick up at Law School Reception desk:

(mark all that apply)

Mail to above address:

Direct deposit:

(requires Student Direct Deposit form)

Mail direct deposit stub:

|  |
|--|
|  |
|  |
|  |
|  |

Emergency Contact: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

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**For Office Use Only:**

**Account #** \_\_\_\_\_

I-9 Date: \_\_\_\_\_ By: \_\_\_\_\_

W-4 Date: \_\_\_\_\_ By: \_\_\_\_\_

Dir. Dep. Date: \_\_\_\_\_ By: \_\_\_\_\_