Student Worker New Hire Checklist

Congratulations on your new job! Before you are able to begin work there are a few things you will need to complete.

1. Logon to your CampusWeb account and click on “Document Tracking” to see if you have any new hire documents listed as “Not Received”. The new hire documents are as follows:
    a. W-4 Form
    b. I-9 Eligibility Form
    c. State Tax Form
    d. Direct Deposit Form

PLEASE NOTE: IF YOU ARE A HENDRIX WORK STUDY STUDENT AND HAVE NEVER WORKED ON CAMPUS THERE COULD BE A DELAY OF UP TO 24 HOURS FROM THE TIME YOU ARE HIRED TO THE TIME THESE DOCUMENTS SHOW UP IN DOCUMENT TRACKING ON YOUR CAMPUSWEB ACCOUNT.

2. If any of the new hire documents indicate “Not Received” you will need to go to www.hendrix.edu/getworkstudy and print the required documents.
3. Complete all required documents.
4. Gather any documentation (i.e. driver’s license, passport, Social Security card, voided check) that may be required with the documents.
5. Return all required documents to the Financial Aid office located on the second floor of Ellis Hall.
6. Once Financial Aid receives all necessary documents and documentation you and your supervisor will receive an email that states you are able to begin work.
7. At this time you will have access to an online timecard on CampusWeb.

YOU WILL NOT BE ABLE TO START WORK UNTIL ALL OF THE PREVIOUS STEPS ARE COMPLETED