Dear STUDENT,

We are pleased to offer you the position of JOB in DEPARTMENT. Your supervisor will be SUPERVISOR NAME. Your rate of pay will be $0.00 per hour.

As a new employee, there are several documents that must be completed on or prior to your first day.

1. Form I-9: Required to complete Section One as part of the hiring paperwork in the Student Employment eWorkflow. You will receive an email with instructions and information regarding completing this step of the new hire process.

Section Two: must be completed on or prior to your first day of work. You will need to provide documents to verify your identity. The acceptable forms of identification can be found here: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.

**Only original documents are accepted.**

1. W-4 Tax Withholding Form: completed online via the My UW System Portal on or after your first day of employment. The tip sheet for W-4 entry can be found here: <https://uwservice.wisconsin.edu/docs/publications/pay-update-federal-state-w4.pdf>

If you need assistance with completing the form, you can use the [IRS Tax withholding calculator](https://www.irs.gov/individuals/tax-withholding-estimator), consult a tax advisor or utilize our [employee assistance program](https://uwosh.edu/hr/employee-assistance-program/).

1. Direct Deposit information will be requested via the Student Employment e-Workflow. You will receive an email with instructions to log in and complete this information so that direct deposit can be set up for you. If you need to make changes to that you can do so at anytime after your start date through the UW System Portal.

Once the hiring request is received and you have been entered in the system, you will receive an email confirming that you may begin work. If you have any questions regarding your employment, please contact STAFF MEMBER ([\_\_\_\_\_@uwosh.edu](mailto:_____@uwosh.edu)).

We look forward to having you join our team!

Sincerely,

STAFF NAME  
STAFF TITLE