What do I need to do if I have never worked on campus?

You will need to complete some additional paperwork before you may begin working in any on-campus position*

1. Complete Federal and State Tax Forms
   • Federal and State Tax Form – Complete and take printed forms to your supervisor.
2. Complete the employee portion of the I-9
   • I-9 – You need to complete and print page seven. You will then take this to your supervisor
3. Locate your document(s) to prove identity and work authorization
   • Documents verifying identity and work authorization - You must show your supervisor original documents of identity and work authorization. The supervisor will make copies of these documents to submit to Human Resources. Here is a list of acceptable original documents.
4. Set-up Direct Deposit in my.butler under “Self-Service”
   • Please consult the following screenshot guide for assistance setting up direct deposit.

*Positions with Starbucks, the dining halls, the Bookstore (Follett), Scotty’s Dawghouse and some positions with RuffaloCody (Butler Telefund) are not considered Butler Student Employment.

I-9 Checklist and Common Mistakes

• The document(s) I will present to my supervisor is/are unexpired
• I signed at the end of section one on page seven and put today’s date (NOT Birthday)
• If someone else helped you complete page seven, he/she must complete the Preparer and/or Translator Certification.

Do you need more assistance completing the I-9? These brief videos will help guide you.

This short video explains how to complete page seven.
Here is a written explanation of how to complete page seven.