1. **When you are hired:**
   a. You will **fill out a Cooperative Education Placement Sheet** with the co-op coordinator who manages the job (this helps you get paid).
   
   b. **Read, sign and submit the form** to the Student Employment Office BEFORE you begin working. You will not be paid until this form is received and processed. When you go to submit your placement sheet, **if you’ve never worked on campus before, you will need to submit a W-4, I-9 (Employment Eligibility Form) and Direct Deposit form.**
      
      i. **The W-4 form** tells the University how many taxes to take out of your paycheck. *FYI - No employees at NU can advise you on how to fill out this form because we cannot give “personal financial advice”. You can Google it or ask your parents/guardians.*
      
      ii. For the **I-9 form** you will need unexpired supporting documents to confirm you are eligible to be employed in the United States such as a;
         
         A. US Passport / US Passport Card or Permanent Resident Card or
         
         B. A photo ID (license, state ID or school ID) AND a birth certificate or social security card.
      
      iii. For the **Direct Deposit** form you will need supporting details from your banking institution to confirm the routing number and account number inputted on the form. Such as a voided check or printed slip from the bank.
         
         A. You can find the forms and a complete list of all acceptable documents via the Student Employment site under “Information for Students” then “Student Forms”.

2. **Complete your timesheets weekly**; you will then get paid.

3. **Any issues with your hire, time sheet or payment contact the Student Employment Office.**
   
   *Remember to be pleasant, they are trying to help you.*