



LPO Sign-Up for Student Assistants: Rehire Students

For Returning Students without an Extension Form:

Students who have previously worked in the University Library, but did not complete an Extension Form:

- The student will need to complete a Student Assistant Employment Application in order to be reestablished on Payroll.
- The student should also visit the Library Personnel Office to complete Rehire Sign-Up Procedures.

Forms completed in the Library Personnel Office:

- I-9 needs to be updated with original, unexpired identification documents
- W4 and NC4 need to be resubmitted
- Reinstatement of any previous direct deposit that may have been cancelled