

August 1, 2008

Dear Student:

Welcome from the Pepperdine University Student Employment Office!

Enclosed you will find copies of all the paperwork we require for on-campus employment. These items are required for Federal Work Study jobs as well as regular departmental pay positions.

If you are planning to work on campus, please take a moment to go over these forms, fill out the appropriate sections and return them to our office before you begin working. You need to read and sign the confidentiality agreement, fill out the bottom portion of the W-4, and the top section of the I-9 form. Along with the I-9 you must bring ORIGINAL documents to our office establishing your identity and eligibility to work in the United States. For a complete list of acceptable documents, please refer to the reverse side of the form. PHOTOCOPIES CAN NOT BE ACCEPTED.

In addition you will find a direct deposit form. Although this is an optional form of payment, we strongly recommend it. For a checking account, you will need a voided check along with the form. If you prefer to have your earnings applied directly to your student account that may be arranged with the Student Accounts Office upon arrival to campus.

For your convenience our office is opened Monday through Friday from 8:00 a.m. to 5:00 p.m. We are located in Tyler Campus Center, Suite 270. This is directly above the Waves Café.

We are excited to meet you and assist you with your student employment needs.

Sincerely,

Erin Yocum  
Student Employment Office  
Erin.Yocum@pepperdine.edu