

STUDENT EMPLOYMENT REHIRE HANDOUT

Your employment cannot begin until a Release to Work form from Human Resource Services or the Vice Provost for Academic Affairs is received by your hiring department. Once your rehire paperwork is processed by HR/VPAA, you will be eligible to begin work. Please contact your department office prior to beginning work.

You may change your direct deposit or W-4 forms at this time if you choose.

- You must bring a blank, voided check if your pay is to be deposited in your checking account. If your pay is to be deposited in your savings account, please bring a document that indicates the routing number and account number on your financial institution's letterhead. The University of Missouri requires direct deposit for all payroll earnings.