

STUDENT EMPLOYMENT HIRING PACKET

General Instructions

1. This Student Employment Hiring Packet is for Wright State University students who have never worked on campus. Students who have worked previously on campus generally must only submit a Student Employment Authorization Form. However, if personal information has changed or new forms have been added, students will be asked to complete additional forms.
2. **The entire packet must be completed and submitted before the student begins work.** The student employee must hand carry the packet to the Student Employment Office in Career Services, E334 Student Union.
3. All forms must be completed in ink.
4. Completed samples of each form are available in the Student Employment Office for review.
5. The student must choose either the permanent or alternate address for all forms; address must be consistent.
6. **The supervisor must:**
 - complete Section II on the Student Employment Authorization Form, and sign and date the bottom of the page;
 - sign and date the Student Employment Contract;
 - verify identification and employment eligibility and complete Section 2 on the I-9 Form. Instructions for the employer are included in the packet. If the supervisor does not complete this section, Student Employment will do this when the student submits the paperwork. Students must have original documents for document completion. Student Employment needs copies of the documents.

Instructions for Forms

Student Employment Authorization Form

The student must complete Section I, and sign and date the form. The supervisor must complete Section II, and sign and date the form. Please press firmly.

Student Employment Contract

The contract outlines Student Employment policies. By signing the contract, the student and supervisor have agreed to comply with these policies. If the student or supervisor would like an item explained further, he or she may contact the Student Employment Office. This form requires the signature of both the student and the supervisor.

Direct Deposit Form

The student must complete the form to ensure that his or her first paycheck is sent to the financial institution. The student must **attach a voided check or deposit slip**. Wright State will deposit to any bank, credit union, savings & loan, or investment accounts of the student's choice. A student can also split his or her earnings between savings or checking at the same financial institution or up to five different institutions. The student may need to check with the financial institution to determine the 9-digit routing number required. If the student has any questions, he or she may contact the Payroll Office at extension 2687.

Federal Tax Form (W-4), State Tax Form (IT-4), and Local Taxation for Payroll Withholding

The student must complete all three sections (Federal, State, and Local).

Federal Tax Form (W-4):

Complete line 5 or 7, but **not** both. Placing a 1 on line 5 means the student is claiming himself or herself as an allowance/exemption. Placing a 0 on line 5 means the student is not claiming himself or herself as an allowance/exemption, someone else is probably claiming him or her.

Example of biweekly payroll period withholding for single persons:

- Claiming "0" - check amount over \$105 withhold \$1.00
check amount over \$125 withhold \$3.00
- Claiming "1" - check amount over \$240 withhold \$1.00
check amount over \$280 withhold \$5.00

State Tax Form (IT-4):

The student must complete all lines except School District Number. This number will be provided by the Student Employment Office. Lines 1 and 4 must be completed and match the federal section. Placing a 1 means the student is claiming himself or herself as an allowance/exemption. Placing a 0 means the student is not claiming himself or herself as an allowance/exemption, someone else is probably claiming him or her.

Example of biweekly payroll period withholding:

- Claiming "0" - check amount not over \$40.00 withhold \$.32
check amount not over \$44.00 withhold \$.36
- Claiming "1" - check amount not over \$40.00 withhold \$.12
check amount not over \$44.00 withhold \$.15

Local Taxation:

The student may have difficulty answering the last three questions about municipality. The student should document whether he or she lives inside or outside the city limits. If a student has questions about this form, he or she may contact the Payroll Office at extension 2687.

Public Employees Retirement System (PERS) of Ohio

Student employees are exempt from PERS during the academic year. As a university employee, students do not pay Social Security taxes. If a student wishes to become a member of the PERS retirement program, he or she may contact the Student Employment Office.

Statement Concerning Your Employment in a Job Not Covered by Social Security

The Social Security Protection Act (H.R. 743) requires state and local government employers, hiring for jobs not covered under Social Security, to notify new hires about how public employment will affect Social Security benefits. Print your name and Employee ID# (Social Security number) at the top of the page. Our office will complete the employer name and employer ID#. The student must read the information carefully, sign, and date the bottom of the form.

Employment Eligibility Verification (I-9 Form)

The supervisor must complete an I-9 for all new student employees. Instructions for the employer are included in the packet. The student must complete Section 1 and provide the appropriate documentation to his or her supervisor. A list of acceptable documents is listed on the reverse side of the form. If a student does not present a document from **List A**, he/ she must present one document from **List B** which establishes identity **and** one document from **List C** which establishes employment eligibility. The supervisor must complete Section 2 verifying that he or she actually saw the original documents. **The student must also include a copy of the original documents** (those provided to the supervisor) with the I-9 and submit to Student Employment

Terrorist Form

International students are required to complete additional forms: International Student Regulations, Alien Information Collection Form, and Work Authorization from UCIE.

Please refer to web site for most current forms and instructions.
<http://career.wright.edu/facstaff/studentemployment/forms.html>