

STUDENT EMPLOYMENT PACKET Frequently Asked Questions

1.) Who needs to fill out a packet?

Every student employee needs to fill out a packet for each academic year (fall and spring semesters) and summer semester they work in Housing & Dining Services (HDS). Employment packets are **due by the first day of work**. All required forms in the packet must be filled out completely IN PEN.

2.) What if I'm a returning student who's worked for HDS in past?

Even if you are a returning employee, you still need to fill out a packet. Some forms, such as the W-4 or Direct Deposit, will only need to be updated if you're making any changes. Others, such as the Personal Data Form, need to be filled out by all student employees each time they submit an employment packet.

3.) What if I'm an international student?

Please speak to a Payroll Liaison for more information.

4.) What's my employee ID #?

Your employee ID # IS NOT the same as your student identification number; it is a unique 6-digit number assigned to each university employee. If you are a new student employee you will not have one until your information is input into the payroll system. For returning employees, your employee ID # will remain the same as it was in previous semesters (including if you worked other on-campus jobs).

5.) What types of identification are needed to complete the I-9 Employment Eligibility form?

The acceptable forms of identification that establish your identity and employment authorization are included on the backside of the actual form; we can only accept items from this list. You must submit either one item from List A or one item from both List B and List C. We will only accept ORIGINAL, CURRENT (UNEXPIRED) DOCUMENTS. You only need to submit the I-9 form and accompanying identification(s) once when you begin employment with the university for the first time (not each semester).

6.) Why aren't photocopies of my identifications acceptable?

Although a Payroll Liaison will take photocopies of your documents for record keeping, federal law dictates that we must see original documents either at the time you turn in your packet or within three business days of employment.

7.) What if I'm an out-of-state student who does not have easy access to my original identifications?

Please speak to a Payroll Liaison for more information.

8.) What is the W-4 form and how do I fill it out?

The W-4 is the form the government uses to establish your tax status and what kind of taxes, if any, will be withheld from your paycheck. If you plan to have taxes withheld from each paycheck, write a number in box 5 (0, 1, etc.). Putting a "0" indicates you will have the highest amount of taxes withheld; 1 is a little less and so on. If you meet the conditions for tax exemption, please write the word "exempt" in box 7. YOU CANNOT HAVE BOTH BOXES 5 AND 7 FILLED OUT, you may choose only one selection. Payroll Liaisons are not permitted to tell you what to put on your form, it is your decision. We can only answer basic questions about the different options. Please keep in mind that you can change your selections on the W-4 form at any time.

9.) Is direct deposit required?

Yes, direct deposit is required for all university employees. To sign up for direct deposit, complete the online instructions. In addition to being mandatory, it is a more efficient and easier way to pay employees. Without direct deposit, you will receive a pay card in the mail.