

Instructions for Work Study Forms

You cannot begin working until the completed packet and the original photo ID's are turned into Jennifer Holdren located in the Financial Services Building, located behind the Sports Center, you have been entered into Paylocity and have received an email from Jennifer Holdren stating you make create your user id.

If your Paylocity account is not working you may NOT begin working.

Permit to Work Form:

- Fill out name, last 4 of SSN, student email address.
- Supervisor needs to fill out their portion.
- Student signature is needed.

W4

- Fill out steps 1 through 5.
- Signature is required.

I-9

- **First Page**
 - **Fill out the area below.**

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)
Address (Street Number and Name)			Apt. Number	City or Town	State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number
<p>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</p> <p>I attest, under penalty of perjury, that I am (check one of the following boxes):</p>					
<input type="checkbox"/> 1. A citizen of the United States					
<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions)					
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____					
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See Instructions)					
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p>					
1. Alien Registration Number/USCIS Number: _____ <div style="text-align: center;">OR</div> 2. Form I-94 Admission Number: _____ <div style="text-align: center;">OR</div> 3. Foreign Passport Number: _____ Country of Issuance: _____					
<div style="border: 1px solid black; width: 100px; height: 100px; margin: auto;"> <p style="font-size: 8px; text-align: center;">QR Code - Section 1 Do Not Write in This Space</p> </div>					
Signature of Employee				Today's Date (mm/dd/yyyy)	
Preparer and/or Translator Certification (check one): <input type="checkbox"/> I did not use a preparer or translator. <input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1. <i>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</i>					

- **Second Page-do nothing.**
- **Third page**

- This page lists the ID's that are acceptable to turn in. This must be original based on the Federal Government guidelines. List A (we only need 1 from this column) or One from list B and one from list C. **Again these must be originals. No COPIES.**

Payroll Election Form:

- If you choose to be paid by direct deposit, this form needs to be filled out and signed. If not you will be issued a refillable debit card.

Paylocity Registration:

- Once all of the forms are turned in to Jennifer Holdren, you will receive an email within 24 hours of when you turned your forms in, advising you to the next step.