Instructions for completing the Payroll forms

An I-9 and W4 form must be brought to the Human Resources office once a campus job has been secured. The office is located in the Student Services building. Print the forms and complete as instructed below.

On the W-4 form the student must complete the section at the bottom of page one. The worksheet is only for assistance in calculating withholdings. (Normally a student will claim Single in box 3 with 0 or 1 exemptions in box 5.) Students are required to bring their social security card for verification along with the completed W-4 form.

On the I-9 form students must complete Section 1 signing on the "Employee's Signature" line (and leaving the "Prepare'/Translator's Signature" line blank). Students must bring documents confirming the right to work according to the instructions. Normally, since already bringing the social security card for the W-4 verification, all that is additionally needed is a photo ID such as a driver's license or student ID card. Foreign nationals have special requirements which the International Student Office will assist with.