

STUDENT NEW HIRE INSTRUCTION SHEET

Supervisor Instructions

Give this instruction sheet to all new student employees. Ask the student to read the instructions below and complete the forms as instructed and return them to you. Please mail the forms to the appropriate departments as listed in the **INSTRUCTIONS** column. The contents of this packet include:

ITEM	INSTRUCTIONS
1. Form I-9 (I-9 Training is available at http://www.uakron.edu/hr/hrtraining/docs/I-9ProceduresFinal1-10-06.pdf)	RETURN to Student Employment along with the Student Employment Form to zip +6211 For questions, call x7405.
2. Authorization Agreement for Direct Deposit (optional) 3. Form W-4/IT-4 4. School Employees Retirement System Exemption Form 5. School Employees Retirement System Membership Record 6. Social Security Form SSA-1945	RETURN to PAYROLL +6210 For questions, call x7205.

Student Instructions

Read all instructions below carefully before completing forms.

Form I-9

See instructions with form.

Authorization Agreement for Direct Deposits

See instructions on form.

Form W-4/IT-4

This form instructs us how to withhold federal and state taxes from your pay, and identifies country of citizenship. If you are claimed as a dependent on a parent or guardian's taxes, you may want to consult with them on how you should complete this form.

- To complete Form W-4 you must complete at minimum sections 1, 2, 3, 5 and sign in the section marked Employee's Signature. A worksheet for this form is available on the IRS web site at www.irs.gov.
- In the Non-Resident Alien Identification section, indicate if you are a U.S. citizen or a permanent resident and complete the remainder of the page. If you are a permanent resident, you will need to provide documentation to the Payroll Office. Please contact us at (330) 972-7205. If you are not a U.S. citizen or permanent resident, stop and contact the Payroll Office. You will not be able to complete this form without speaking with a Payroll Staff member first.
- To complete Form IT-4 you must complete at a minimum your name, Social Security Number, Home Address and Zip Code, Public School of Residence and School District Number, lines 1, 4 and sign the form. If you do not know your Public School of Residence, please see a list on the web at http://www.uakron.edu/busfin/controller/payroll_forms.php or contact the Payroll Office at (330) 972-7205.

School Employees Retirement System

As an Ohio state public institution, we do not pay Social Security; instead, we contribute to a state retirement system. As a student employee you must choose whether to participate in the School Employees Retirement System or not. Your contribution is 10% of you earnings and the University will supplement this with a contribution equal to 14.0%. If you plan to work in the future in any area of public service in the state of Ohio, it is recommended that you participate as the time worked while being employed with The University of Akron will go towards your retirement later.

You must complete either the Exemption form or the Membership Record. If you choose to complete the Membership Record, state law makes parents possible beneficiaries; therefore, your parent's birth dates are required (note deceased if applicable). Visit the SERS web site at www.ohsers.org for more information.

Social Security Form SSA-1945

This form must be completed **ONLY** if you choose to participate in the School Employees Retirement System. Please read the entire form. Then print your name where it says Employee Name, write your Social Security Number where it says Employee ID #. Sign the form at the bottom and write the date.