

New Hire Instructions for Student Employees

Next Steps	INSTRUCTIONS
Schedule an in-person I-9 appointment with Career Services & Student Employment or International Center to complete forms below. Form I-9 Student Employee Confidentiality Agreement	To complete the I-9 form, bring original documents that are not expired to in-person appointment. • Pictures, Copies, and Photocopies of documents will NOT be accepted. • I-9 form must be completed before student can start work • Acceptable documents to show for the I-9 appointment available on page 3 of this link provided as well as below. https://www.uakron.edu/student-employment/forms/i-9-form.pdf Schedule with the applicable office below: U.S students will need to meet in person with Career Services & Student Employment. Drop in or schedule an appointment, call at 330-972-7747 or Schedule – Career Services Student Employment OR International students will need to meet in person with the International Center. To schedule an appointment call at 330-972-6798 or Schedule Online - International Center.
Complete Payroll Packet Packet available on-line or at I-9 appointment. Send the completed packet to Payroll through campus mail at zip +6210 OR drop it off at the Payroll Office located at 185 E. Mill Street, Akron, OH 44325, Administrative Services Building (ASB) Room 112. Direct Deposit Participation Form W-4 IT-4 NR-1 Social Security Form SSA-1945	The payroll packet informs the Payroll Office how to withhold federal and state taxes from pay; and identifies country of citizenship. If student is claimed as a dependent on a parent or guardian's taxes, they may want to consult with them on how to complete these forms. Please note that if not a U.S. citizen or permanent resident, do not complete the W-4 and IT-4 forms. • Form W-4, must complete at minimum sections 1 and 5. Instructions for this form are available on the Payroll Forms web page at https://www.uakron.edu/controller/2020%20Form%20W-4%20Instructions%20(1).pdf. • Form IT-4: must complete at minimum name, Social Security Number, home address, zip code, Public School District of Residence and School District Number, lines 1 and 4 and sign the form. Instructions can be found at https://www.uakron.edu/controller/Ohio%20Form%20IT-4%20Instructions.pdf ○ If permanent address is not in the state of Ohio, list local address ○ Use The Finder for Public School District of Residence: http://www.tax.ohio.gov/online_services/thefinder.aspx • Form NR-1: Please complete based on personal information • Social Security Form SSA-1945 - Read the entire form. Print student name where it says Employee Name, Social Security Number where it says Employee ID #. Sign and date the form at the bottom of the page. Contact the Payroll Office at payroll@uakron.edu or 330-972-7205 for more information if needed.
Enroll in or opt-out of OPERS (Ohio Public Employees Retirement System) within 30 days of approved start date. Student will receive a unique link from OPERS Employer Contribution System "ECS" (web application) via email or text. OPERS will send this unique link after Career Services and Student Employment has notified student of approved start date.	NEWLY hired student employees, will either need to enroll in or opt-out of OPERS within 30 days from their approved start date. If a student does not opt-out within 30 days of their start date, they will automatically be enrolled in OPERS and will not have the option of requesting an exemption until there is a break in employment of at least 365 days. As an Ohio state public institution, we do not pay Social Security; we contribute to a state retirement system. Student employees must choose whether to participate in OPERS or not. Student Employee contribution is 10% of earnings. The University will supplement this with a contribution equal to 14.0%. If planning to work in the future in any area of public service in the state of Ohio, individuals may want to consider participating in OPERS as service to the University will be included in total service credit for retirement. Visit the OPERS web page at www.opers.org for more information.