Student Employee New Hire Paperwork

Congrats on landing your first on campus job!

In order to be hired and paid on time, you must complete the new hire process by following steps 1-6 outlined below.

E-Verify is conducted in Room 388 or 389 of the John E Thomas (JET) Building. No appointment is necessary (unless you are an international student)

Processing times:
Monday - Thursday: 10am - 12pm and 2pm - 4pm
Friday: 10am - 2pm

DIRECTIONS:

Bring the ALL of the following documents:
1. Student Temporary Authorization (completed with your supervisor)
2. I-9 identifying documentation (see page 6)
3. Section 1 of I-9 (page 5)
4. NC-4EZ (State Tax Form, see page 4)
5. W-4 (Federal Tax Form, see page 3)
6. The online direct deposit form must be completed on AppalNet under the employee self-service tab.

We will have to turn you away if you do not have items 1 and/or 2

Your new hire processing time will increase if you do not arrive with items 3, 4 and 5, as we will give you the forms to fill out on site.
Appalachian State University
Student Temporary Employment Authorization – HOURLY WAGE
Please submit to the Office of Student Employment for Approval

Student Name (last, first) ___________________________ Banner ID ________________.
Permanent Address ____________________________________________________________
Job Title ___________________________ Dept. Time Entry □
Employing Department ___________________________ Hourly Wage $ ____________
Beginning date of Employment ___________ Ending Date of Employment ___________.

Budget Information (FOAP Code) - all fields required
Fund ___________________________ Org ___________________________ Account ____________ Program ______.
Time Sheet Org ___________________________

1) Before reporting to work, all participants must have on file a Student Employment Authorization, the NC-4 and W-4 tax forms, and an I-9 form with printed confirmation of E-verify.
2) You are under the immediate supervision of the person(s) in charge of your area of assignment.
3) Payrolls are due in the Controller’s Office by the published payroll deadlines. All authorizations not properly submitted will be returned to the department.
4) Payroll checks will be issued to your ASU box or direct deposited on or before the 15th and on the last working day of the month. If you owe Appalachian, it is subject to be deducted from your paycheck.

The following statement must be completed for all individuals:

Statement of Selective Service Registration Compliance

- I certify that I am registered with Selective Service
- I certify that I am not required to be registered with selective service because
  - I am female
  - I am in the armed services on active duty (note: members of the Reserves and National Guard are not considered on active duty.)
  - I have not reached my 18th birthday
  - I was born before 1960
  - I am a permanent resident of the Trust Territory of the Pacific Islands (Palau) or Northern Mariana Islands
  - I am a nonimmigrant alien

Statement: I understand I am not covered by unemployment insurance and I have read and understood the above statements.

Student Signature ___________________________ Date ________________.
Supervisor Name ___________________________.
Supervisor Signature ___________________________ Date ________________.
Student Employment Office Approval ___________________________ Date ________________.
Payroll Office Approval ___________________________ Date ________________.

*Disclosure of your social security number is mandatory. Appalachian State University is authorized or required by federal law (including 26 U.S.C. 6011 and 26 U.S.C. 6051) to obtain your social security number for employment and tax purposes. The university will use your social security number to comply with federal employment tax laws and regulations.
NC-4EZ
Employee's Withholding Allowance Certificate

Social Security Number ___________________ Marital Status ____ Single ____ Head of Household ____ Married or Surviving Spouse

First Name (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS) ___________________

M.I. ___________________________ Last Name ___________________________

Address ___________________________ County (If enter first two letters) ___________________________

City ___________________________ State _____________ Zip Code (5 Digit) _____________ Country (If not U.S.) ___________________________

FORM NC-4EZ: Please use this form if you:
- Plan to claim the N.C. standard deduction
- Plan to claim no tax credits or only the credit for children
- Prefer not to complete the extended Form NC-4
- Qualify to claim exempt status (See lines 3 or 4 below)

Important: If you are a nonresident alien you must use Form NC-4 NRA.

You may complete Form NC-4, if you plan to claim N.C. itemized deductions, federal adjustments to income, or N.C. deductions.

If you do not plan to claim the credit for children, enter zero (0) on line 1. If you plan to claim the credit for children, use the table below for your filing status, amount of income, and number of children under age 17 to determine the number of allowances to enter on line 1. For married taxpayers only 1 spouse may claim the allowance for the credit for each child.

<table>
<thead>
<tr>
<th>Single &amp; Married Filing Separately</th>
<th>Married Filing Jointly &amp; Surviving Spouse</th>
<th>Head of Household</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td># of Children under age 17</td>
<td>Income</td>
</tr>
<tr>
<td>0-20,000</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>20,001-50,000</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>0-40,000</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>40,001-100,000</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>0-32,000</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>32,001-80,000</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

1. Total number of allowances you are claiming (Enter zero (0), or the number of allowances from the table above) __________

2. Additional amount, if any, withheld from each pay period (Enter whole dollars) _____________.00

3. I certify that I am exempt from North Carolina withholding because I meet both of the following conditions:
   • Last year I was entitled to a refund of all State income tax withheld because I had no tax liability; and
   • This year, I expect a refund of all State income tax withheld because I expect to have no tax liability

   Check Here ☐

4. I certify that I am exempt from North Carolina withholding because I meet the requirements of the Military Spouses Residency Relief Act and I am legally domiciled in the state of _____________. Check Here ☐

   (Enter state of domicile)

If line 3 or line 4 above applies to you, enter the effective year 20 _____________.

5. I certify that I no longer meet the requirements for exemption on line 3 ☐ or line 4 ☐ (Check applicable box)

   Therefore, I revoke my exemption and request that my employer withhold North Carolina income tax based on the number of allowances entered on line 1 and any amount entered on line 2.

   Check Here ☐

CAUTION: If you furnish an employer with an Employee's Withholding Allowance Certificate that contains information which has no reasonable basis and results in a lesser amount of tax being withheld than would have been withheld had you furnished reasonable information, you are subject to a penalty of 50% of the amount not properly withheld.

Employee's Signature ___________________________ Date __________

I certify, under penalties provided by law, that I am entitled to the number of withholding allowances claimed on line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on line 3 or 4, whichever applies.
Form W-4 (2017)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your total income exceeds $1,050 and includes more than $350 of earned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent. If the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than $1,000,000.

Basic instructions. If you aren't exempt, complete the Personal Allowances Worksheet below. The worksheets on page 5 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filming Information, for Information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed $130,000 (Single) or $180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A
Enter "1" for yourself if no one else can claim you as a dependent .......................................................... A

B
Enter "1" if: .......................................................... B

- You're single and have only one job; or
- You're married, have only one job, and your spouse doesn't work; or
- Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less.

C
Enter "1" for your spouse. But, you may choose to enter "1" if you are married and have either a working spouse or more than one job. (Entering "2" may help you avoid having too little tax withheld.) .......................................................... C

D
Enter number of dependents (other than your spouse or yourself) you will claim on your tax return .......................................................... D

E
Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) .......................................................... E

F
Enter "1" if you have at least $2,000 of child or dependent care expenses for which you plan to claim a credit .......................................................... F

(Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G
Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.

- If your total income will be less than $70,000 ($100,000 if married), enter "2" for each eligible child; then less "1" if you have two or four eligible children or less "2" if you have five or more eligible children.

- If your total income will be between $70,000 and $84,000 ($100,000 and $119,000 if married), enter "1" for each eligible child.

H
Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) .......................................................... H

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.

- If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed $50,000 ($20,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.

- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Employee's Withholding Allowance Certificate

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

<table>
<thead>
<tr>
<th>1</th>
<th>Your first name and middle initial</th>
<th>2</th>
<th>Your social security number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>□ Single □ Married □ Married, but withhold at higher Single rate Note: If married, but legally separated, or spouse is a nonresident alien, check the &quot;Single&quot; box.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Additional amount, if any, you want withheld from each paycheck</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you meet both conditions, write &quot;Exempt&quot; here.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature

This form is not valid unless you sign it. Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 10220Q
START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (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.)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>Employee's E-mail Address</th>
<th>Employee's Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- [ ] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See instructions)
- [ ] 3. A lawful permanent resident (Alien Registration Number/USCIS Number):
- [ ] 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

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.

1. Alien Registration Number/USCIS Number: ____________________________
   OR
   Form I-94 Admission Number: ____________________________
   OR
   Foreign Passport Number: ____________________________
   Country of Issuance: ____________________________

Signature of Employee

Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):

- [ ] I did not use a preparer or translator.
- [ ] A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator

Today's Date (mm/dd/yyyy)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employer Completes Next Page
# Lists of Acceptable Documents

All documents must be **unexpired**

Employees may present one selection from **List A** or a combination of one selection from **List B** and one selection from **List C**.

## List A
Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport; and
   b. Form I-94 or Form I-94A that has the following:
      (1) The same name as the passport; and
      (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

## List B
Documents that Establish Identity

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

**For persons under age 18 who are unable to present a document listed above:**

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

## List C
Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   (1) **NOT VALID FOR EMPLOYMENT**
   (2) **VALID FOR WORK ONLY WITH INS AUTHORIZATION**
   (3) **VALID FOR WORK ONLY WITH DHS AUTHORIZATION**
2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.