

Filling Out Hiring Paperwork For Campus Employment

This document is to be used as a guide to fill out the required paperwork for campus employment in the Department of Chemistry. The forms used for this guide are completed to show an example of a completed hiring packet. This guide is not meant to tell you what information to write, but which boxes are required to complete the paperwork.

The forms attached at the end of this guide are to be completed and returned together **within two weeks of receiving the hiring paperwork packet.**

General Paperwork DOS AND DON'TS

DO:

- Write neatly and in print. There should be no trouble reading your handwriting. If the forms are illegible, they will be filled out again.
- Write in blue or black ink only.
- Print all hiring forms front side only.
- Follow the instructions as indicated on the form.

DON'T

- Write in cursive.
- Write with colored pens other than those of blue or black ink.
- Print the hiring packet front and back.
- **White-out or scribble out any mistakes. Draw a single line through the mistake and neatly write in the correction along with your initials and the date. If need be, reprint the form and fill it out again.**

Hiring Department Application For Student Employment Form

Outline: Fill out all of the blanks on the form and sign and date.

Information in the black box:

1. Fill out all of your information in the black box.
 - a. Telephone#: This is for a land line or an alternate number. If you do not have another phone number other than your cell phone number, draw a line through the space. In the example at the end of the packet, a phone number for a land line was written in.

Enrollment Information Section:

2. Write in if you will be enrolled in courses the semester you are wanting to work for the dept. In the blank, write Yes or No.
3. If you are enrolled in courses when applying for employment, the last term of attendance is the term you are currently enrolled in. For example, I am enrolled in courses for the Spring 2019 semester and I am applying to work during the Fall 2019 semester. The last term of attendance would be Spring 2019. If you are not enrolled when applying, then write in the semester you were last enrolled in classes.
4. This is next term you will be enrolled in classes. Following the example in point 2, the next term of attendance would be Fall 2019.
5. This is asking if you are on campus as a student worker in another department other than the one you are applying for at that moment. For example, if you are working in the tutoring center in the library and then apply to work in the Chemistry Dept., then you would write yes. If you are not working anywhere on campus and apply to work for the Chemistry Dept., then you will write no.

Sign your name and date the form at the bottom.

Form W-4 (2019)

Outline: Fill out blanks 1, 2, 3, 4, 5, 6, and 7 and then sign and date. Do not mark in blanks in 8, 9, or 10. The W-4 Form now includes instructions on the top half of page 1 and all of page 2. The allowances, deductions, and multiple jobs worksheets are on pages 3 and 4.

1. Blank 1: Write in your first name and middle initial; last name; home address; city or town, state, and ZIP code. Write this information in the appropriate format. Your address should be your permanent address.
2. Blank 2: write in your social security number.
3. Blank 3: check your status as either single, married, or married but withhold at higher single rate. You will only check one of these boxes.
4. Blank 4: check if this applies to you.
5. Blank 5: To determine the number of allowances, refer to pages 3 and 4 of the W-4. Read through them and indicate which ones apply to you. Once you have determined the total number of allowances, write this number in blank 5. This will help determine how much taxes are to be taken out. So, by putting 0, the maximum amount of taxes will be taken out each pay check. So, the more allowances one has, then the less taxes are taken out.
6. Blank 6: If you would like additional money taken out for taxes, write in the amount. If not, just write 0.
7. Blank 7: Instructions for blank 7 are now located on the W-4 Form. Write Exempt in blank 7 if it applies to you. If it does not, leave it blank.
8. Sign and date. The date does not have to be in a specific format as long as it is month/day/year.
9. DO NOT white-out or scribble out any mistakes. Draw a single line through the mistake and neatly write in the correction along with your initials and the date. If need be, reprint the form and fill it out again.
10. DO NOT write in boxes 8, 9, or 10.

Employment Eligibility Verification (I-9) Form

Outline: Fill out all of Section, sign and date, and check one of the boxes under the Preparer and/or Translator Certification section.

1. Fill out all of your information in the **Section 1 box**.
 - a. Be sure to write in your Date of Birth in the format indicated on the form (MM/DD/YYYY). For example, if your birthday is October 7, 1994, you will write it as 10/07/1994 on the form. If it is March 4, 1999, then you will write it as 03/04/1999.
 - b. Employee's E-mail Address blank is your email preferably your UCA email.
 - c. Employee's Telephone Number is your telephone number such as your cell phone.
 - d. **DO NOT** white-out or scribble out any mistakes. Draw a single line through the mistake and neatly write in the correction along with your initials and the date. If need be, reprint the form and fill it out again.
 - e. If there is a box that does not apply to you or you have nothing to write, such as the Other Last Names Used, just leave it blank. **DO NOT** draw a line through the box.
2. Check the box that describes your citizenship. You will only check one box. If you check boxes for either 3 or 4, fill out the necessary information.
3. When signing and dating the form, be certain that you are writing the current date and NOT your date of birth. The date should be written in the format of **MM/DD/YYYY**. For example, 02/11/2019.
4. Under **Preparer and/or Translator Certification section**, check one of the two boxes. Either *I did not use a preparer or translator* or *A preparer(s) and/or translator(s) assisted the employee in completing Section 1* should be checked. If a translator was used box was checked, make sure the information below is filled out.
5. For the Lists of Acceptable Documents, you must either bring one item from List A **OR** one item from List B **AND** one item from List C when returning completed paperwork to your supervisor. Regardless what documents you bring, **you MUST have an ORIGINAL social security card in hand when returning completed paperwork to your supervisor**. Copies of your social security card made by you or anyone else will not be accepted when returning your paperwork.
 - a. Some common combinations from List B and List C for U.S. citizens:
 - i. Driver's License and social security card.
 - ii. UCA ID and social security card.
 - b. Some common combinations from List A for Non-U.S. citizens:
 - i. Foreign passport, I-94, I-20, and social security card.

Photocopies of your documents from List A, List B, and/or List C will be made along with your social security card at the time you return your completed paperwork. **Your completed paperwork will not be accepted if you do not have your original documents from List A, List B, and/or List C with you.** If you do not have a social security card or need one replaced, you must contact the Social Security Administration office and file a request for a new card. You will not be allowed to submit your paperwork until you have a social security card.

Payroll/Account Payable/Travel Direct Deposit Authorization Form

Outline: Fill out your information at the top and then your banking information at the bottom.

1. Fill out the information at the top of the form.
 - a. Your name; first and last name.
 - b. Your social security number OR your Employee ID can be written here. Your Employee ID is your student ID number.
 - c. Work phone number. If you do not have one, just put a line through the blank.
 - d. Your Cell/house phone number.
 - e. Department. This should already be filled out for you.
 - f. Your address; Write in your full mailing address. Your first pay check is a paper check and will be mailed to you. Therefore, the check will be sent to the address listed on this form.
2. Fill out your banking information: bank name, bank routing number, account number. Indicate whether the account you are using is a checking (=C) or savings (=S). You can write in the dollar amount per pay period you want deposited into your account OR the percentage amount per pay period. However, it is easier and best to write in the percentage amount. For example, if you want all of the money you earn working for the Dept. to go into one account, then you will write 100%. So, 100% of what you earn will go into the designated account. If you want half of your pay to go a checking account and the other half to go to a savings account, then write 50% under checking and 50% under savings.

The diagram shows a check from Oceanic Bank & Trust. Labels with arrows point to various fields on the check:

- Payee:** Official name of the recipient. Points to the recipient's name and address: "Dhabi Barbrahn, 122 South Main Boulevard, Apt. 100, New York, NY 10001, (510) 438-5696".
- Amount:** Exact value written in words. Points to the "DOLLARS" field.
- Padlock icon:** Indicates the check was vetted by the CPSA*. Points to the padlock icon.
- Personal information:** Your name, address and phone number. Points to the recipient's name and address.
- Date:** Month, day and year the check was written. Points to the "DATE" field.
- Check Number:** Points to the number "101" in the top right corner.
- Routing Number:** ABA** number that identifies your bank. Points to the routing number "02121456789".
- Account Number:** Your checking account number. Points to the account number "000123456789".
- Check Number:** Points to the check number "0101".
- Amount:** Exact value written in numbers. Points to the dollar amount field.
- Memo:** Unofficial note to yourself, like account number on b.k. Points to the "MEMO" field.
- Your Signature:** Points to the signature line.

3. Sign and date the form. The date does not need to be in a particular format, but it should be month/day/year.

If you have any questions regarding the W-4 Form, the I-9, or the Direct Deposit Authorization Form contact Kyana Smith at ksmith56@uca.edu or (501)-450-3626 or in her office in Wingo Hall, Room 1061.