

# ***INSTRUCTIONS FOR FILLING OUT STUDENT EMPLOYMENT PAPERWORK***

## **STUDENT DEDUCTION AUTHORIZATION:**

Please fill out your name and ID# and your department and supervisor. If you would like to contribute to your tuition account through payroll deductions, please put in an amount to be deducted for each monthly check. If you would like your full paycheck, please check the box at the bottom where it says full payment.

All students must fill out one of these forms for each semester they are working, even if they are working in the same job.

Your time sheets need to be in the gold box outside the Human Resources Department by the 1<sup>st</sup> of the month, in order to be paid for that month. Please note that you will be paid in arrears (i.e. paid in October for September's time sheet). The time sheets are available on Moodle under Student Lounge and are also available in front of the gold box in HR. Please have your supervisor sign the time sheet before you hand it in and please make sure your name, ID number and month are also on the time sheet.

Paychecks will be in your student mailbox on the 10<sup>th</sup> of the month.

## **I-9 Form:**

This form is required by the Department of Homeland Security and will need to be filled out with every job you will have now and in the future. Please see the "List of Acceptable Documents" that you will be required to turn in with your paperwork. We will need to make a copy of this documentation and put it in your personnel file. ***YOU WILL NOT BE ABLE TO WORK UNTIL WE HAVE THIS DOCUMENTATION.*** Please fill in the high-lighted areas only.

## **W-4:**

This form is for your Federal taxes and is another form which you will have to fill out for all jobs in the future. Please fill out the highlighted sections only. Your address should be your home address (where your W-2 will be mailed to in January). Please check whether you are single or married and box #5 is for your deductions (i.e., single 0, single 1, married 0, etc.). Please sign at the arrows at the bottom of the page.

## **RESIDENCY CERTIFICATION FORM:**

This form is for the local Greenville taxes. Greenville is considered a distressed community and is therefore allowed to take an earned income tax. Please fill out the highlighted portion with your home address and please be sure to record your township and county in the box

allocated. There is no need to know your school code. Please sign at the bottom where it is highlighted.

## **LOCAL SERVICES TAX – EXEMPTION CERTIFICATE:**

This application is for the exemption of a local service tax. Please fill out the highlighted section at the top and check off box #2. Then sign the back of the form on the bottom. There is no need to fill in the box on the second page.

## **WORKERS’ COMP INFO AND PA RIGHTS & DUTIES:**

Thiel College has a workers’ compensation policy that will cover your medical costs should you be injured or made ill on the job. Please note that this policy is only for the time that you are employed at your student job at Thiel. Please sign only the highlighted area on the Workers’ Comp form. This form states that if you have been turned down for your claim, there is a government bureau where you may contest this decision. The second page, PA Rights and Duties, explains the policy and your responsibility should an injury/illness occur. If you agree with these terms please sign in the highlighted area. You do have the right to refuse this policy, and if that is the case, please sign at the bottom under “Refusal to Sign”. In this case, you will be responsible for any and all medical costs associated with your work related injury.

## **THIEL COLLEGE CONFIDENTIALTY POLICY:**

Please read carefully Thiel’s policy on handling confidential information. This may include test grades, medical information or employee information. Please put your department in the space allocated and sign at the bottom. You may keep the policy page. Violation of this policy may result in disciplinary action up to and including termination of employment.

Please check with your supervisor as far as hours of employment and the appropriate attire to wear. Office positions require professional attire and positions such as maintenance or athletics typically require casual attire.

We hope that you have a wonderful semester and enjoy your student employment experience!

Should you have any questions or concerns, please feel free to contact the Human Resources department or stop in to see us (M-F 8am to 5pm):

Kris Whaling      [kwhaling@thiel.edu](mailto:kwhaling@thiel.edu)  
Human Resources & Student Employment Coordinator  
Kim Braden      [kbraden@thiel.edu](mailto:kbraden@thiel.edu)  
Payroll & Human Resources Assistant  
Jennifer Clark      [jclark@thiel.edu](mailto:jclark@thiel.edu)  
Director of Human Resources

Thank you!