



Supervisor: Please complete the blanks below and provide this information sheet to your student employee at the time of hire. The student should bring this form to Human Resources to complete new hire paperwork. Upon completion of paperwork, they will be provided with verification to return to you that all paperwork has been completed and that they may begin working.

You may enter the student into Workforce after receiving the verification slip. However, **the student should NOT begin work until you have received verification that their new hire paperwork has been completed.**

Student Name: _____

Student OHIO ID: _____

Work Department: _____

Supervisor Name: _____ Supervisor OHIO ID: _____

Student's First Day of Work: _____

Attention Student: As a new employee, there are several documents you will need to complete before you begin working. Please take this form to University Human Resources no later than your first day of employment to complete new hire paperwork. Our offices are located in the Human Resource and Training Center (HRTC) at 169 W. Union St. We are open from 8:00AM to 5:00 PM, Monday through Friday. No appointment is necessary.

The following are items that you should take time to prepare for BEFORE arriving at University Human Resources:

- You will need to prove your identity and eligibility to work in the United States. To do so, bring an ORIGINAL document or document(s) of your choice from the list of [acceptable documentation](#). You will need either one document from list A, or one document from list B AND one document from list C. **ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED. NO PHOTO COPIES OR DIGITAL IMAGES PERMITTED.**
- You will be asked to complete paperwork regarding taxation that will determine the amount of federal, state, and local taxes that will be withheld from your paycheck. You may wish to consult a tax advisor or parent regarding advice on how to complete these forms and what, if any, exemptions you may wish to claim. A [worksheet](https://www.irs.gov/pub/irs-pdf/fw4.pdf) to help you prepare may be found at: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>. You should be aware if your parent(s), guardian(s), or spouse plan to claim you as a dependent on their taxes because it may affect how you should complete these forms.
- You will be asked if you would like to participate in the Ohio Public Employees Retirement System (OPERS). As a public employee, you will not contribute to Social Security. However, you may wish to begin saving for your retirement through OPERS. If you wish to participate, you will contribute 10% of your pay and the university will provide a 14% contribution to your OPERS account as well. If you do not wish to participate in OPERS, you may complete an exemption form that will provide exemption when you are eligible (undergraduate students must be enrolled for 6 credit hours and graduate students must be enrolled 5 credit hours to be eligible for exemption). You can find out more about OPERS at <https://www.opers.org/>.