



New Student Employee Pre-Hire Form

Supervisor: Please complete the blanks below and provide this information sheet to your student employee at the time of hire. The student should email the completed form to uhr@ohio.edu to obtain the required new hire paperwork and I-9 information and instructions.

Upon completion of paperwork and I-9, an email will be sent to the person listed as the hiring manager on the new hire paperwork verifying the paperwork and I-9 has been completed, and the student may begin working.

The student should NOT begin work until you have received verification that the new hire paperwork and I-9 has been completed. You may enter the student into Workforce AFTER receiving the verification.

Student Name: _____

Student OHIO ID (email): _____

Work Department: _____

Supervisor Name: _____ Supervisor Email: _____

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 email this completed form to uhr@ohio.edu prior to your first day of employment. You will then receive an email with the new hire paperwork and I-9 instructions. This information is required to be completed before you may begin working.

FAQ's regarding the I-9 and paperwork:

- You will need to prove your identity and eligibility to work in the United States. To do so, you must follow the instructions for the I-9 to schedule an appointment to bring your ORIGINAL document(s) of your choice in person from the list of [acceptable documentation](#). You will need either one document from list A, or one document from both list B AND 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](#) 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/>.