New Hire Instructions for Domestic Student Employees

I-9 Form

All new employees must fill this out and it must be done no later than three days after student starts working.
Student fills out page #1.

1. The student will complete **Section 1** using their **permanent address**.
2. In the next area, they should check box **1. A citizen of the United States** or box **3**. **A lawful permanent resident (**if they have a **Permanent Resident Card,** it is often referred to as a green card). For #3 they have to fill in their card number and you need to see it for reference on page 2 when you fill in the information in Column A. (you do not need to get any other forms of ID). If they do not qualify for either of these selections **then stop now** and contact the Student Payroll Office for International Student Setup.
3. Student will sign and date.
4. **Preparer and/or Translator Section** check one of the options and if a preparer was used, that person will fill out the section below otherwise it remains blank.

Supervisor fills out page #2.

5. See full list of accepted forms of identification on page 3 of the form and which column each form information is recorded in. You cannot force students to use certain forms of ID but you can suggest some common options that are used: Passport, **or**, passport card, **or**, photo ID *and* social security card, **or**, photo ID *and* certified birth certificate. You must see the original form of ID, **photocopies or scanned copies are not acceptable.**
6. Here are the titles, column to record the information in and the issuing authority for the common forms used. Column A only requires one form of ID. You must have two if you are using anything from B and C.

Document Title: Passport (column A)	**Issuing Authority:** U.S. Department of State
Document Title: Passport Card (column A)	**Issuing Authority:** U.S. Department of State
Document Title: Perm. Resident Card (column A)	**Issuing Authority:** should be on the card
Document Title: Driver's License (column B)	**Issuing Authority:** state license was issued
Document Title: MSUM Student ID (column B)	**Issuing Authority:** MSU Moorhead
Document Title: Social Security Card (column C)	**Issuing Authority:** Social Security Administration
Document Title: Birth Certificate (column C)	**Issuing Authority:** state the cert was issued from

7. **The employee's first day of employment:** put the date closest to what you expect your student to start working. **Employees only have three days from the date they start working to get the I-9 form completed.**
8. Sign your name, date it, fill in your title and then print your last and first name. If MSUM's address is not already filled in make sure you fill that in using the university's address.
9. Send original through campus mail in a sealed envelope to Business Services.

W-4 Form

All new student employees must fill out the W-4.

1. Step 1 - Fill in (a) Name, Address (must be permanent address), (b) Social Security Number, (c) minimum requirement is that **Single or Married filing separately** is checked, otherwise the student can select the option that pertains to them. One of the options MUST be checked.
2. Steps 2-4 - only need to be completed if they apply to the student.
3. **Exempt** – there is no longer an option to choose this on the W-4. If a student claims to be exempt, they must write "**Exempt**" below box 4(c).
4. Step 5 - signature and date.

5. **Employers Only area**: this should be filled in, if not, fill in name and address for the university. Our Employer Identification Number (EIN) is 41-1687554
6. Send original through campus mail in a sealed envelope to Business Services.

MN Residents - W-4MN Form – Required for all MN residents

All employees with a MN permanent address must complete this form along with the I-9 and W-4.

1. Fill in name, address, social security number and check a box in the marital status area, must have one box checked.
2. Section 1 or 2 should be checked but not both.
3. **If not claiming exemption,** Check the box for Section 1 – Employee should read through all the options and enter the number that pertains to them or a zero.
4. **Line F - total the numbers from Section 1 and enter that at the bottom of the form on line 1.**
5. Employees can have additional withholding deducted per pay period if they choose and that amount is entered on line 2. Leave blank if they do not want extra deducted.
6. Employee dates, signs and fills in daytime phone number.
7. **Employers Section:** this should have MSUM's information entered if not, fill in the university's name and address. The Federal Employee ID (FEIN) Number is 41-1687554 and the Minnesota Tax ID Number is 1746999.
8. **Claiming Exemption: Check the box for section 2**. A-F are reasons why the employee believes they are exempt from paying taxes. Page 3 has explanations for each option and they should only have one option checked.
9. Send original through campus mail in a sealed envelope to Business Services.

ND Residents - MWR Form (MWR is used only if you work in Minnesota and live in North Dakota or Michigan and want to be exempt from Minnesota tax withholding.)

All employees with a ND permanent address should fill out the I-9, W-4. The MWR is optional but they will pay MN state taxes.

1. **THIS FORM MUST BE COMPLETED IN INK WITH NO SCRATCH OUTS, CROSS OUTS, OR ANY OTHER UNNECESSARY MARKS.**
2. Employee fills out name, address, social security number and then 1-4.
3. Current Employer's Name should be filled out but if it is isn't fill in the university's name and address and the Employer's Federal Tax ID is 1746999.
4. Employee will sign, date and fill in their phone number.
5. **DO NOT MAIL THE FORM to the department of revenue -** Send original through campus mail in a sealed envelope to Business Services. Student Payroll will take care of mailing it to the revenue office.

MI Residents - MI-W4 (required) and MWR (MWR is used only if you work in Minnesota and live in North Dakota or Michigan and want to be exempt from Minnesota tax withholding.)

All employees with a MI (Michigan) permanent address must fill out the MI-W4, I-9, W-4. The MWR is optional but they will pay MN state taxes.

1. Employee will fill out steps 1-5 - social security number, date of birth, name, address, driver's license number or State ID, and check yes or no for being a new employee.
2. Step 6 - Enter the number of dependents employee will claim. Zero may be entered if they do not want to claim themselves.
3. Step 7 - Additional amount can be filled in if the employee wants more MI state taxes deducted.
4. Step 8 – for claiming exemption choose the option that pertains.
5. Step 9 – employee signs and dates.

6. Steps 10 – 11 – Employer information, if blank fill in the university's name and address, person of contact is Ginny Bachmann and the Federal Employer Identification Number is <u>41-168755</u>.
7. Send original through campus mail in a sealed envelope to Business Services.

Direct Deposit

Student payroll and financial aid use the same direct deposit so if the student has done this for financial aid, they do not need to do anything. If they do not have direct deposit set up:

1. Student signs in to their **e-services** account
2. Select the **Student Employment tab**.
3. Then select the **Direct Deposit tab**.
4. Student will need their bank's **routing ID number** and their **account number**.
5. If the student gets locked out of setting up or making changes to their direct deposit they must bring **TWO forms of photo ID** to the Business Services office and one of our cashiers will be able to help them set it up.

FERPA Training (done with the supervisor)

FERPA training needs to be completed **annually by each student employee.** Once your employee has reviewed the tutorial https://www2.mnstate.edu/registrar/ferpa/tutorial.aspx. The student must print the signature page, sign and leave it with you, their supervisor, and you will retain the signature page in your office. Student Payroll does not need to have this form.

Timesheet

eTimesheets can be found under the Student Employment tab. There is a video that explains the eTimesheet located at https://www.mnstate.edu/payroll/student-etime.aspx.

Pay Stubs

Pay stubs can be found under the Student Employment tab. The employee will be able to see what their upcoming deposit will be several days in advance.

Tax Forms

W-2s and 1098Ts will be available in eservices. Click on 'My Profile' and accept. Once set up, the items are immediately available. If the employee does not see their tax forms, they will have to consent to electronic forms by:

a. Logging in to eservices
b. Select Account Management
c. Under Opt In/Out Agreements there should be options to select the W2 and/or the 1098T. The student may have to logout and back in again in order to see the forms.