

STUDENT WORKER HANDBOOK

For Use by All Student Workers

Prepared by the Human Resources Office of Student Employment

Effective January 1, 2013

- Deerwood Center
- Kent Campus
- Open Campus

- Downtown Campus
- North Campus
- South Campus

- Administrative Offices

The information provided herein is for informational purposes only developed by the Florida State College at Jacksonville Office of Student Employment for Student Workers. Possession of this handbook in no way implies nor does it guarantee employment.

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Welcome!

As both a student and an employee, you are a valuable member of our Florida State College at Jacksonville community. It is College policy to match students with work that relates to their studies whenever possible to provide the most meaningful experience possible and help prepare you for employment when you graduate. It is sincerely hoped that you enjoy your experience working at the College and that you have an opportunity to develop good work habits, skills, and contacts related to your educational program that will serve you well in your working life.

This handbook is designed to help you understand the terms of your employment to include your responsibilities as a temporary employee of the College. Please read it thoroughly and refer to it often.

The Federal government and the College determine rules for student employment which are subject to change. Your Campus Student Employment Office (see “Contact Information”) is an excellent resource for you regarding policies and procedures to include providing information for Student Workers with a Work-Study award. The College’s Financial Aid Office is a key partner in the student employment process as well.

All students employed at the College are referred to as “Student Assistants”, “Student Employees/Workers”, “Student Tutors” or “Master Students” depending on the area of employment. Students work 10 (minimum) to 20 (maximum) hours per week for the length of the term with the average being 15 hours a week for a 16 week period. Some positions such as Student Tutors and Master Students (see information below) require a skills assessment to be completed and may require additional requirements for employment. Student workers shall be paid no less than the Florida minimum wage and no more than the Board of Trustee’s hourly rate as reflected in the College’s Pay Plan The College President will be responsible for establishing pay rates annually within this range. Pay ranges will reflect levels of responsibility, training and College needs.

Student Worker Positions

College Work Study Program (CWSP)

CWSP is a program provided by the Federal government that allows the College to employ students based on their financial aid eligibility. The money awarded is not a scholarship or grant and is not applied to student registration expenses. Students must work to receive the amount of money awarded to them. CWSP students work around their class schedule and are able to work 15 to 20 hours per week. This Federal program also allows eligible students to take jobs off campus with public schools or nonprofit organizations. Qualifying for CWSP does not guarantee employment; a student worker position must be available and the student must meet the position qualifications and be able to work a schedule that meets departmental needs.

Florida Work Experience Program (FWEP)

FWEP is designed to help students gain work experience while attending College. The student must qualify for financial aid (and CWS) and be enrolled for at least 6 credit hours. The position must be directly related to the student's program of study.

Student Assistant Program (SA)

SA positions are College funded. Selection and position are based on the needs of the department and the student's qualifications. Financial need is not a requirement. Students who do not qualify for Federal financial aid may seek employment through this program.

Master Student Program (MS)

Master Students are employed only within the Academic Success Centers (ASC) and work in the ASC classrooms with Faculty as well as providing tutoring services in the ASC open lab areas. These positions require a screening process in addition to the standard student employment process. Unlike other types of student workers, Master Students are expected to carry a heavier workload and receive a slightly higher rate of pay than other student workers. All Master Students should receive a copy of the Master Student Handbook and the Student Tutor Handbook from their supervisor at the Academic Success Center. (See Appendix B for additional information on the Master Student Program.)

Internships/Externships

These can be defined as a partnership between an organization and an educational institution, whereby students are hired by an employer for a specified period of time into a professional or technical position that correlates with their area of study in order to provide them with hands-on experience and prepare them for the workforce. For College purposes, "organization" and an "educational institution" may be one in the same related to internal assignments. Internships/Externships may be paid or unpaid.

In the beginning...

Student workers are engaged to supplement the regular workforce of the College by assisting with routine, non-confidential work or serving in a technical capacity as lab tutors or peer helpers. The assignment of student workers provides part-time work opportunities to students who are in need of such earnings to attend college and applicable work experience related to their program of study.

To be selected for/maintain employment, each student **MUST**:

- ❖ Complete a **FAFSA** (Free Application for Federal Student Aid) annually. It is highly recommended that students complete a FAFSA at least one semester prior to applying for student employment.
- ❖ Complete a **Student Employment Application** to include responding to the background questionnaire.
- ❖ Be enrolled in at least **six credit hours** (two classes) at the time of employment and actively attending classes.
- ❖ Maintain at least a **2.0 GPA**.

Student Applicants will be subject to all College hiring rules. The hiring supervisor will be responsible for scheduling interviews and notifying the Student Applicant accordingly. The decision for the offering of employment will be at the discretion of the hiring supervisor.

Each Campus and Center has its own Student Employment opportunities and processes. Student employment is coordinated through the respective Career Development Center (CDC). (On Kent Campus, the Student Employment Office is located within the Business Office.) If a student does not find employment at one campus or center, they can try another campus or center. However, **a student cannot work at two different campuses/centers at the same time.** The student may change employment from one campus to another with the proper coordination between the student employment offices accompanied by the necessary documentation.

Faculty and staff can recommend students for Student Assistant positions. The Financial Aid Office will make the determination as to whether the student is eligible for College Work Study positions (funding).

And then...

Once selected, the Student Worker will meet with the hiring supervisor to decide on and complete the **Student Employment Work Schedule**. You, the Student Worker, will fill out the class schedule section and the supervisor then creates a compatible work schedule. If the student's schedule does not fit the needs of the department, the student will be referred back to the placement office for identifying other available positions.

Paperwork, paperwork...

The hiring process can be slow if the students do not complete all required paperwork. Prior to or during your first day of employment, the following documents must be provided to the Student Employment Office at your work location.

- ✓ W-4 Form* (included in Appendix A)
- ✓ I-9 Form* (included in Appendix A)
- ✓ Valid State driver's license or a government issued photo ID
- ✓ Social Security card or green card
- ✓ I-20 or INS documentation* (required of foreign student)
- ✓ Beneficiary Form (included in Appendix A)
- ✓ Direct Deposit Form (included in Appendix A) with voided check or voided savings deposit slip
- ✓ Part of Student Worker Agreement
- ✓ Student Worker Agreement (included in Appendix A)
- ✓ Code of Responsibility (Included in Appendix A)
- ✓ Student Worker Work Schedule (included in Appendix A)
- ✓ Sexual Harassment Training Certificate (See *Do's and Don'ts* on Page 5)

*Federal forms must be completed accurately using your full legal name as reflected on your Social Security or green card.

You must complete a new hiring packet each academic year.

Timecards, work hours, breaks, getting paid...

Student Workers are paid based on the number of hours they work (not to exceed any financial award under the CWS program) and your work hours will be determined by you and your supervisor. Hours worked are tracked by you on timecards which will be provided to you by your supervisor. At the end of each shift, it is your responsibility to record the hours you work on this form in ink. **NO WHITE OUT SHOULD BE USED ON THE PAYROLL TIMECARD.** Keep in mind that accepting pay for hours you did not work constitutes as fraud, a dismissible offense.

It is possible due to the payroll processing schedule that you will be asked to project hours on your timecard. If you project hours, accept payment for them, and do not work them, your next pay period will reflect the difference in hours. At no time should work hours exceed 20 hours per week. (Weeks are defined as Monday through Saturday.)

Student Workers must follow the predetermined Work Schedule. If you need to make changes to the hours you work, a new Work Schedule needs to be completed and approved by your supervisor. While the schedule may be completed online, a sample form specifically for student workers may be found in Appendix B.

If you are scheduled to work a shift that lasts 5 or more consecutive hours, you must be provided an unpaid meal break of at least 30 minutes.

Pay dates are the 8th and 23rd of each month. (Pay is normally distributed the last working day prior to a weekend or holiday on which the normal pay date occurs.) Pay received on the 8th represents hours worked from the 16th through the end of the previous month; pay received on the 23rd represents hours worked from the 1st through the 15th of that same month. (**Student Workers do not get paid for holidays or days that the College is closed.**) Your timecard for each pay period must be submitted timely to your supervisor. Late timecards will not be processed until the next pay period.

Pay is issued by direct deposit into your identified bank account. Check your student ARTEMIS account and/or your bank to verify the deposit before you spend your pay. The College will not be responsible for any check return (overdraft) fees.

If you work as a Student Assistant (vs. under the College Work Study Program), your current financial aid award will not be affected at the time of your employment; however, your earnings will be reported on your next year's FAFSA form. A CWS award may reduce loans in the **current** year as CWS is a need-based financial aid award and must fit within your determined "need".

All earnings (including CWS funds) are subject to federal income tax withholding and must be reported on your tax return. You will receive a W-2 Wage and Tax Statement from the College's Payroll Department each year in late January/early February. You may change your tax withholding information at any time by submitting a new W-4 form to Payroll or to your Student Employment Office. Your W-2 form will be mailed to the address indicated on your W-4 form.

Do's and Don'ts...

Florida State College at Jacksonville is a drug-free workplace. As such, the College prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace. You may not work your shift while under the influence of illegal drugs or alcohol. Appropriate disciplinary action, which may include termination, will be taken against any employee for violation of this policy.

Effective March 1, 2013, Florida State College at Jacksonville is a tobacco and smoke free environment. To minimize health risks, improve the quality of air and enhance the College environment, no consumption of tobacco, tobacco product or nicotine product not approved by the FDA for tobacco cessation therapy is allowed on any College property or in any College facility; this includes all buildings, College owned or leased vehicles, walkways, inside College or fleet vehicles, College grounds, sidewalks and streets within the campus proper and any other college owned property.

In furtherance of this policy, the College actively promotes smoking cessation assistance and prevention services to students, faculty and employees who wish to stop using tobacco products. Assistance to students, faculty and employees to overcome addiction to tobacco products and information regarding cessation programs is available through the various College sponsored programs and community partners.

Discrimination on the basis of sex and Sexual harassment is prohibited. Sexual harassment as defined in District Board of Trustees Rule 6Hx7-2.27, Sexual Harassment, is hereby deemed to be discrimination on the basis of sex and is expressly prohibited by this rule. The prohibition shall apply to every facet of the college's operation including but not limited to employment and student environments, which include peer harassment. Any violation hereof shall result in disciplinary action, as appropriate.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for employment, contract and/or academic decisions affecting the individual or (2) unreasonably interferes with the individual's employment, contractual relationship, or academic performance by creating an intimidating, hostile, or offensive environment.

The procedure for filing a complaint for violation of this policy is set forth in Administrative Procedure Manual 02-1303, Discrimination, Harassment, Sexual Harassment or Retaliation. All complaints and investigations of sexual harassment will be kept as confidential as possible and to the extent allowed by law.

Peer sexual harassment is defined as sexual harassment of a student or students by another student or group of students which creates a hostile environment.

The College is committed to maintaining a work and learning environment free of all forms of discrimination, including sexual harassment. To that end, the online training course "Preventing Sexual Harassment" continues to be available to all employees of Florida State College at

Jacksonville. This online tool provides information every member of our College community should know, understand and let guide their personal actions.

The interactive, easy-to-use online course defines sexual harassment in accordance with the state and federal law as well as College policy. For your convenience, the browser-based course can be used 24 hours a day on any desktop or laptop computer and meets all federal and state accessibility standards.

To access the course, go to <http://training.newmedialearning.com/psh/flccjacksonville/>. Progress through the course and, when completed, take the Mastery Test. When you have answered 80 percent of the questions correctly, a certificate of completion will be issued. Print the certificate, sign it and provide it to your supervisor.

Employment Practices:

- Student Employees are hired on a temporary, hourly, at-will basis, and employment can be terminated by either employee or employer at any time. You are not required to give advance notice if you decide to leave your position. The College is not required to provide advance notice before dismissing you; however, it is considered good practice to provide a 2 week notification.
- You are expected to show up on time for all scheduled shifts. “On time” translates to being at your work station ready to work at the beginning of your shift. You are expected to work until the end of your shift. The occasional travel delay or conference with your professor is understandable. However, chronic late arrivals may require an adjustment to your work schedule.
- If you are unable to work due to illness, you are expected to call your supervisor *before* your shift each day you will not be at work. Give as much advance notice as possible to allow time to find a replacement if needed.
- Requests for time off should be limited to emergencies (i.e., a family medical crisis or funeral). When an emergency does arise, provide as much advance notice as possible. If you have special days you want off to attend a concert, go on a trip, etc., discuss it as far in advance as possible with your supervisor to allow him/her to cover your shift.
- You should not have family/friends visit you at work unless allowed by your supervisor on an occasional basis. If a family member or friend does visit, keep visits brief and rare.
- Food is not normally allowed at your work station. Eating while on the job interferes with your ability to complete a task, clogs computer key boards and other office equipment, may stain paperwork, presents an unprofessional image to the public, and may be unsanitary. Discuss the office policy on food and beverages with your supervisor.
- You may have use of a computer to complete your work assignments (and homework during non-scheduled work hours with supervisor approval). However, you are not to

download any unauthorized software or other programs. Additionally, you are not to play any computer games or utilize headsets when you are on duty. The computing policies as stated in the college catalog apply.

- Software piracy is a felony and people or companies convicted of illegal acts are subject to a prison term and fines. Anyone copying computer software that the College has purchased is violating the copyright law and is subject to the applicable penalties.

Confidential information must be protected. As a Student Worker, you have the responsibility to protect any confidential information that could have been inadvertently left on an unattended computer or printer. For that reason you should take special care to avoid any compromise of sensitive/confidential student information. In reference: “...specifically, users shall not share with others the access codes, account numbers, passwords, or other authorization assigned to them. The user shall be responsible for all access and/or authorizations assigned and all activities occurring under these access/authorizations.” You will be required to sign a FERPA (Family Educational Privacy Rights Act) acknowledgement form regarding the confidentiality of information.

Problems in the work area need to be communicated. If a problem develops in your work area, you should attempt to resolve it immediately within normal departmental channels. Your supervisor cannot help you to improve a situation if they do not know about it. Although it may be difficult to discuss problems, you will likely encounter them in your working career so now is a good time to learn to communicate with your supervisor.

It's SHOW TIME!

As a Student Worker, you represent the College. Student Workers are expected to dress appropriately and conduct themselves in a professional manner while on the job. That includes showing courtesy and respect to supervisors, co-workers, and the public. You never get a second chance to make a first impression. Appropriate dress tells others you are on the job ready for work. Here are a few tips to help make your work experience at the College a success:

- ❖ Attire should be neat, clean and lean toward the business casual style.
- ❖ Refrain from wearing clothing depicting violence, sex, or other questionable commentaries.
- ❖ Refrain from wearing holey, transparent, revealing, ragged or ripped clothing.
- ❖ Shirt and shoes are required.
- ❖ Shoulders, midriffs and underwear must be covered.
- ❖ No hats or headsets while on duty.
- ❖ Refrain from wearing heavily scented lotions, perfumes or cologne.
- ❖ Do not prop your feet or shoes on the counters or other furniture.

While on the job, remember clean is more important than stylish.

There is no other factor that has a greater impact on your ability to deal with people than your own attitude. Your personal feelings toward yourself and your job are instantly recognized by

those with whom you come into contact. Your feelings have a direct effect on the type of communication that results. Be aware of how your attitude is being perceived. Present a positive image at all times.

Attitude transmits over telephone lines as well as in person. Here are telephone etiquette basics:

- ❖ Answer phones promptly following the standards within your department.
- ❖ Identify yourself by department and your name as you answer.
- ❖ Speak clearly and communicate enthusiasm.
- ❖ Listen and show interest to the caller.
- ❖ Keep discussions on track.
- ❖ Be courteous at all times.
- ❖ Explain if you need to put a caller on hold.
- ❖ Ask necessary questions to get needed information. (Don't presume the caller knows what they want.)
- ❖ Be patient and take notes.
- ❖ Thank the caller for calling.

That's all folks...

Again, welcome to the College. Best wishes to you in both your academic and career pursuits!

Contacts (Specific for each Campus)

Appendices

- A. W-4 Form
- I-9 Form
- Beneficiary Form
- Direct Deposit Form
- Student Worker Agreement
- Code of Responsibility
- Student Worker Work Schedule

- B. The Master Student Program Guide

Appendix A

Form W-4 (2015)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2015 expires February 16, 2016. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2015. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A _____
B	Enter "1" if: <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B _____
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C _____
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D _____
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E _____
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F _____
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$65,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children. • If your total income will be between \$65,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child 	G _____
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H _____

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <h1 style="margin: 0;">2015</h1>
1 Your first name and middle initial _____ Last name _____		2 Your social security number _____
Home address (number and street or rural route) _____		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code _____		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) _____		5 _____
6 Additional amount, if any, you want withheld from each paycheck		6 \$ _____
7 I claim exemption from withholding for 2015, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7 _____
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶ _____		Date ▶ _____
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) _____		9 Office code (optional) _____
		10 Employer identification number (EIN) _____

Deductions and Adjustments Worksheet

Note. Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

- 1 Enter an estimate of your 2015 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1951) of your income, and miscellaneous deductions. For 2015, you may have to reduce your itemized deductions if your income is over \$309,900 and you are married filing jointly or are a qualifying widow(er); \$284,050 if you are head of household; \$258,250 if you are single and not head of household or a qualifying widow(er); or \$154,950 if you are married filing separately. See Pub. 505 for details 1 \$ _____
- 2 Enter: $\left\{ \begin{array}{l} \$12,600 \text{ if married filing jointly or qualifying widow(er)} \\ \$9,250 \text{ if head of household} \\ \$6,300 \text{ if single or married filing separately} \end{array} \right\}$ 2 \$ _____
- 3 Subtract line 2 from line 1. If zero or less, enter "-0-" 3 \$ _____
- 4 Enter an estimate of your 2015 adjustments to income and any additional standard deduction (see Pub. 505) 4 \$ _____
- 5 Add lines 3 and 4 and enter the total. (Include any amount for credits from the *Converting Credits to Withholding Allowances for 2015 Form W-4* worksheet in Pub. 505.) 5 \$ _____
- 6 Enter an estimate of your 2015 nonwage income (such as dividends or interest) 6 \$ _____
- 7 Subtract line 6 from line 5. If zero or less, enter "-0-" 7 \$ _____
- 8 Divide the amount on line 7 by \$4,000 and enter the result here. Drop any fraction 8 _____
- 9 Enter the number from the **Personal Allowances Worksheet**, line H, page 1 9 _____
- 10 Add lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 10 _____

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note. Use this worksheet *only* if the instructions under line H on page 1 direct you here.

- 1 Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) 1 _____
 - 2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3" 2 _____
 - 3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet 3 _____
- Note.** If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.
- 4 Enter the number from line 2 of this worksheet 4 _____
 - 5 Enter the number from line 1 of this worksheet 5 _____
 - 6 Subtract line 5 from line 4 6 _____
 - 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here 7 \$ _____
 - 8 Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed 8 \$ _____
 - 9 Divide line 8 by the number of pay periods remaining in 2015. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2015. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck 9 \$ _____

Table 1

Table 2

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$6,000	0	\$0 - \$8,000	0	\$0 - \$75,000	\$600	\$0 - \$38,000	\$600
6,001 - 13,000	1	8,001 - 17,000	1	75,001 - 135,000	1,000	38,001 - 83,000	1,000
13,001 - 24,000	2	17,001 - 26,000	2	135,001 - 205,000	1,120	83,001 - 180,000	1,120
24,001 - 26,000	3	26,001 - 34,000	3	205,001 - 360,000	1,320	180,001 - 395,000	1,320
26,001 - 34,000	4	34,001 - 44,000	4	360,001 - 405,000	1,400	395,001 and over	1,580
34,001 - 44,000	5	44,001 - 75,000	5	405,001 and over	1,580		
44,001 - 50,000	6	75,001 - 85,000	6				
50,001 - 65,000	7	85,001 - 110,000	7				
65,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 100,000	10	140,001 and over	10				
100,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.



Instructions for Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any work-authorized individual in hiring, discharge, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TDD), or visit www.justice.gov/crt/about/osc.

What Is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011. Employers should have used Form I-9 CNMI between November 28, 2009 and November 27, 2011.

General Instructions

Employers are responsible for completing and retaining Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Form I-9 is made up of three sections. Employers may be fined if the form is not complete. Employers are responsible for retaining completed forms. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

Section 1. Employee Information and Attestation

Newly hired employees must complete and sign Section 1 of Form I-9 **no later than the first day of employment**. Section 1 should never be completed before the employee has accepted a job offer.

Provide the following information to complete Section 1:

Name: Provide your full legal last name, first name, and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.

Other names used: Provide all other names used, if any (including maiden name). If you have had no other legal names, write "N/A."

Address: Provide the address where you currently live, including Street Number and Name, Apartment Number (if applicable), City, State, and Zip Code. Do not provide a post office box address (P.O. Box). Only border commuters from Canada or Mexico may use an international address in this field.

Date of Birth: Provide your date of birth in the mm/dd/yyyy format. For example, January 23, 1950, should be written as 01/23/1950.

U.S. Social Security Number: Provide your 9-digit Social Security number. Providing your Social Security number is voluntary. However, if your employer participates in E-Verify, you must provide your Social Security number.

E-mail Address and Telephone Number (Optional): You may provide your e-mail address and telephone number. Department of Homeland Security (DHS) may contact you if DHS learns of a potential mismatch between the information provided and the information in DHS or Social Security Administration (SSA) records. You may write "N/A" if you choose not to provide this information.

All employees must attest in Section 1, under penalty of perjury, to their citizenship or immigration status by checking one of the following four boxes provided on the form:

1. A citizen of the United States

2. A noncitizen national of the United States: Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

3. A lawful permanent resident: A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents. If you check this box, write either your Alien Registration Number (A-Number) or USCIS Number in the field next to your selection. At this time, the USCIS Number is the same as the A-Number without the "A" prefix.

4. An alien authorized to work: If you are not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States, check this box.

If you check this box:

a. Record the date that your employment authorization expires, if any. Aliens whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, may write "N/A" on this line.

b. Next, enter your Alien Registration Number (A-Number)/USCIS Number. At this time, the USCIS Number is the same as your A-Number without the "A" prefix. If you have not received an A-Number/USCIS Number, record your Admission Number. You can find your Admission Number on Form I-94, "Arrival-Departure Record," or as directed by USCIS or U.S. Customs and Border Protection (CBP).

(1) If you obtained your admission number from CBP in connection with your arrival in the United States, then also record information about the foreign passport you used to enter the United States (number and country of issuance).

(2) If you obtained your admission number from USCIS *within the United States*, or you entered the United States without a foreign passport, you must write "N/A" in the Foreign Passport Number and Country of Issuance fields.

Sign your name in the "Signature of Employee" block and record the date you completed and signed Section 1. By signing and dating this form, you attest that the citizenship or immigration status you selected is correct and that you are aware that you may be imprisoned and/or fined for making false statements or using false documentation when completing this form. To fully complete this form, you must present to your employer documentation that establishes your identity and employment authorization. Choose which documents to present from the Lists of Acceptable Documents, found on the last page of this form. You must present this documentation no later than the third day after beginning employment, although you may present the required documentation before this date.

Preparer and/or Translator Certification

The Preparer and/or Translator Certification must be completed if the employee requires assistance to complete Section 1 (e.g., the employee needs the instructions or responses translated, someone other than the employee fills out the information blocks, or someone with disabilities needs additional assistance). The employee must still sign Section 1.

Minors and Certain Employees with Disabilities (Special Placement)

Parents or legal guardians assisting minors (individuals under 18) and certain employees with disabilities should review the guidelines in the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* on www.uscis.gov/I-9Central before completing Section 1. These individuals have special procedures for establishing identity if they cannot present an identity document for Form I-9. The special procedures include **(1)** the parent or legal guardian filling out Section 1 and writing "minor under age 18" or "special placement," whichever applies, in the employee signature block; and **(2)** the employer writing "minor under age 18" or "special placement" under List B in Section 2.

Section 2. Employer or Authorized Representative Review and Verification

Before completing Section 2, employers must ensure that Section 1 is completed properly and on time. Employers may not ask an individual to complete Section 1 before he or she has accepted a job offer.

Employers or their authorized representative must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of employment. For example, if an employee begins employment on Monday, the employer must complete Section 2 by Thursday of that week. However, if an employer hires an individual for less than 3 business days, Section 2 must be completed no later than the first day of employment. An employer may complete Form I-9 before the first day of employment if the employer has offered the individual a job and the individual has accepted.

Employers cannot specify which document(s) employees may present from the Lists of Acceptable Documents, found on the last page of Form I-9, to establish identity and employment authorization. Employees must present one selection from List A **OR** a combination of one selection from List B and one selection from List C. List A contains documents that show both identity and employment authorization. Some List A documents are combination documents. The employee must present combination documents together to be considered a List A document. For example, a foreign passport and a Form I-94 containing an endorsement of the alien's nonimmigrant status must be presented together to be considered a List A document. List B contains documents that show identity only, and List C contains documents that show employment authorization only. If an employee presents a List A document, he or she should **not** present a List B and List C document, and vice versa. If an employer participates in E-Verify, the List B document must include a photograph.

In the field below the Section 2 introduction, employers must enter the last name, first name and middle initial, if any, that the employee entered in Section 1. This will help to identify the pages of the form should they get separated.

Employers or their authorized representative must:

1. Physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. The person who examines the documents must be the same person who signs Section 2. The examiner of the documents and the employee must both be physically present during the examination of the employee's documents.
2. Record the document title shown on the Lists of Acceptable Documents, issuing authority, document number and expiration date (if any) from the original document(s) the employee presents. You may write "N/A" in any unused fields.

If the employee is a student or exchange visitor who presented a foreign passport with a Form I-94, the employer should also enter in Section 2:

- a. The student's Form I-20 or DS-2019 number (Student and Exchange Visitor Information System-SEVIS Number); **and** the program end date from Form I-20 or DS-2019.
3. Under Certification, enter the employee's first day of employment. Temporary staffing agencies may enter the first day the employee was placed in a job pool. Recruiters and recruiters for a fee do not enter the employee's first day of employment.
4. Provide the name and title of the person completing Section 2 in the Signature of Employer or Authorized Representative field.
5. Sign and date the attestation on the date Section 2 is completed.
6. Record the employer's business name and address.
7. Return the employee's documentation.

Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they should be made for **ALL** new hires or reverifications. Photocopies must be retained and presented with Form I-9 in case of an inspection by DHS or other federal government agency. Employers must always complete Section 2 even if they photocopy an employee's document(s). Making photocopies of an employee's document(s) cannot take the place of completing Form I-9. Employers are still responsible for completing and retaining Form I-9.

Unexpired Documents

Generally, only unexpired, original documentation is acceptable. The only exception is that an employee may present a certified copy of a birth certificate. Additionally, in some instances, a document that appears to be expired may be acceptable if the expiration date shown on the face of the document has been extended, such as for individuals with temporary protected status. Refer to the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* or I-9 Central (www.uscis.gov/I-9Central) for examples.

Receipts

If an employee is unable to present a required document (or documents), the employee can present an acceptable receipt in lieu of a document from the Lists of Acceptable Documents on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employers cannot accept receipts if employment will last less than 3 days. Receipts are acceptable when completing Form I-9 for a new hire or when reverification is required.

Employees must present receipts within 3 business days of their first day of employment, or in the case of reverification, by the date that reverification is required, and must present valid replacement documents within the time frames described below.

There are three types of acceptable receipts:

1. A receipt showing that the employee has applied to replace a document that was lost, stolen or damaged. The employee must present the actual document within 90 days from the date of hire.
2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual. The employee must present the actual Permanent Resident Card (Form I-551) by the expiration date of the temporary I-551 stamp, or, if there is no expiration date, within 1 year from the date of issue.
3. The departure portion of Form I-94/I-94A with a refugee admission stamp. The employee must present an unexpired Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card within 90 days.

When the employee provides an acceptable receipt, the employer should:

1. Record the document title in Section 2 under the sections titled List A, List B, or List C, as applicable.
2. Write the word "receipt" and its document number in the "Document Number" field. Record the last day that the receipt is valid in the "Expiration Date" field.

By the end of the receipt validity period, the employer should:

1. Cross out the word "receipt" and any accompanying document number and expiration date.
2. Record the number and other required document information from the actual document presented.
3. Initial and date the change.

See the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* at www.uscis.gov/I-9Central for more information on receipts.

Section 3. Reverification and Rehires

Employers or their authorized representatives should complete Section 3 when reverifying that an employee is authorized to work. When rehiring an employee within 3 years of the date Form I-9 was originally completed, employers have the option to complete a new Form I-9 or complete Section 3. When completing Section 3 in either a reverification or rehire situation, if the employee's name has changed, record the name change in Block A.

For employees who provide an employment authorization expiration date in Section 1, employers must reverify employment authorization on or before the date provided.

Some employees may write "N/A" in the space provided for the expiration date in Section 1 if they are aliens whose employment authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau). Reverification does not apply for such employees unless they chose to present evidence of employment authorization in Section 2 that contains an expiration date and requires reverification, such as Form I-766, Employment Authorization Document.

Reverification applies if evidence of employment authorization (List A or List C document) presented in Section 2 expires. However, employers should not reverify:

1. U.S. citizens and noncitizen nationals; or
2. Lawful permanent residents who presented a Permanent Resident Card (Form I-551) for Section 2.

Reverification does not apply to List B documents.

If both Section 1 and Section 2 indicate expiration dates triggering the reverification requirement, the employer should reverify by the earlier date.

For reverification, an employee must present unexpired documentation from either List A or List C showing he or she is still authorized to work. Employers CANNOT require the employee to present a particular document from List A or List C. The employee may choose which document to present.

To complete Section 3, employers should follow these instructions:

1. Complete Block A if an employee's name has changed at the time you complete Section 3.
2. Complete Block B with the date of rehire if you rehire an employee within 3 years of the date this form was originally completed, and the employee is still authorized to be employed on the same basis as previously indicated on this form. Also complete the "Signature of Employer or Authorized Representative" block.
3. Complete Block C if:
 - a. The employment authorization or employment authorization document of a current employee is about to expire and requires reverification; or
 - b. You rehire an employee within 3 years of the date this form was originally completed and his or her employment authorization or employment authorization document has expired. (Complete Block B for this employee as well.)

To complete Block C:

- a. Examine either a List A or List C document the employee presents that shows that the employee is currently authorized to work in the United States; and
 - b. Record the document title, document number, and expiration date (if any).
4. After completing block A, B or C, complete the "Signature of Employer or Authorized Representative" block, including the date.

For reverification purposes, employers may either complete Section 3 of a new Form I-9 or Section 3 of the previously completed Form I-9. Any new pages of Form I-9 completed during reverification must be attached to the employee's original Form I-9. If you choose to complete Section 3 of a new Form I-9, you may attach just the page containing Section 3, with the employee's name entered at the top of the page, to the employee's original Form I-9. If there is a more current version of Form I-9 at the time of reverification, you must complete Section 3 of that version of the form.

What Is the Filing Fee?

There is no fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the "USCIS Privacy Act Statement" below.

USCIS Forms and Information

For more detailed information about completing Form I-9, employers and employees should refer to the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)*.

You can also obtain information about Form I-9 from the USCIS Web site at www.uscis.gov/I-9Central, by e-mailing USCIS at I-9Central@dhs.gov, or by calling 1-888-464-4218. For TDD (hearing impaired), call 1-877-875-6028.

To obtain USCIS forms or the *Handbook for Employers*, you can download them from the USCIS Web site at www.uscis.gov/forms. You may order USCIS forms by calling our toll-free number at 1-800-870-3676. You may also obtain forms and information by contacting the USCIS National Customer Service Center at 1-800-375-5283. For TDD (hearing impaired), call 1-800-767-1833.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from the USCIS Web site at www.dhs.gov/E-Verify, by e-mailing USCIS at E-Verify@dhs.gov or by calling 1-888-464-4218. For TDD (hearing impaired), call 1-877-875-6028.

Employees with questions about Form I-9 and/or E-Verify can reach the USCIS employee hotline by calling 1-888-897-7781. For TDD (hearing impaired), call 1-877-875-6028.

Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided all sides are copied. The instructions and Lists of Acceptable Documents must be available to all employees completing this form. Employers must retain each employee's completed Form I-9 for as long as the individual works for the employer. Employers are required to retain the pages of the form on which the employee and employer enter data. If copies of documentation presented by the employee are made, those copies must also be kept with the form. Once the individual's employment ends, the employer must retain this form for either 3 years after the date of hire or 1 year after the date employment ended, whichever is later.

Form I-9 may be signed and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR 274a.2.

USCIS Privacy Act Statement

AUTHORITIES: The authority for collecting this information is the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC 1324a).

PURPOSE: This information is collected by employers to comply with the requirements of the Immigration Reform and Control Act of 1986. This law requires that employers verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

DISCLOSURE: Submission of the information required in this form is voluntary. However, failure of the employer to ensure proper completion of this form for each employee may result in the imposition of civil or criminal penalties. In addition, employing individuals knowing that they are unauthorized to work in the United States may subject the employer to civil and/or criminal penalties.

ROUTINE USES: This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The employer will keep this form and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 35 minutes per response, including the time for reviewing instructions and completing and retaining the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2140; OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)		
Address (Street Number and Name)			Apt. Number	City or Town		State	Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address			Telephone Number		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

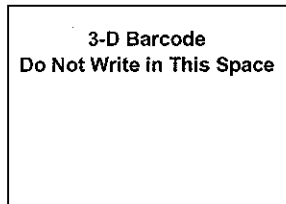
- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____



If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee:	Date (mm/dd/yyyy):
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Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):		
Last Name (Family Name)		First Name (Given Name)		
Address (Street Number and Name)		City or Town	State	Zip Code



Employer Completes Next Page



Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:		<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p style="text-align: center;">3-D Barcode Do Not Write in This Space</p> </div>		
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions.)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name (Family Name)		First Name (Given Name)	Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	Zip Code

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial	B. Date of Rehire (if applicable) (mm/dd/yyyy):
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C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
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LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record			

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

Florida State College at Jacksonville Beneficiary Designation Form

Employee Name: _____

Employee PID Number: _____

Reason for submitting form: Enrollment Beneficiary Change Name Change Other _____

In the event of my death while employed with Florida State College at Jacksonville, I desire that the proceeds of any monies due me from the College be paid as indicated below.

When there is no surviving designated beneficiary, or no one has been named, your plan will default to the standard order of priority. The standard order of priority is: spouse, children, parents, then Estate.

*** PLEASE PRINT ALL INFORMATION ***

- SEQUENTIALLY** (In order named) - Benefits will be paid to your primary beneficiary. If deceased, benefits will be paid to the first contingent beneficiary. If both are deceased, benefits will be paid to the second contingent beneficiary.

Primary Beneficiary: Name _____ Relation: _____
Address: _____
Phone: _____ SSN: _____ DOB: _____

1st Contingent Beneficiary: Name _____ Relation: _____
Address: _____
Phone: _____ SSN: _____ DOB: _____

2nd Contingent Beneficiary: Name _____ Relation: _____
Address: _____
Phone: _____ SSN: _____ DOB: _____

3rd Contingent Beneficiary: Name _____ Relation: _____
Address: _____
Phone: _____ SSN: _____ DOB: _____

- JOINTLY** - Benefits shall be divided and payable as indicated below. (Percentages should total 100 percent.)

Primary Beneficiary: Name _____ Relation: _____
Address: _____
Phone: _____ SSN: _____ DOB: _____ % _____

Primary Beneficiary: Name _____ Relation: _____
Address: _____
Phone: _____ SSN: _____ DOB: _____ % _____

Primary Beneficiary: Name _____ Relation: _____
Address: _____
Phone: _____ SSN: _____ DOB: _____ % _____

Employee Signature

Date

Florida State College at Jacksonville is a member of the Florida State College System. Florida State College at Jacksonville is not affiliated with any other public or private university or College in Florida or elsewhere.

Florida State College at Jacksonville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate degree and the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville.

FLORIDA STATE COLLEGE at JACKSONVILLE
AUTHORIZATION AGREEMENT FOR

PAYROLL DIRECT DEPOSIT

Name: _____ PID #: _____
(Please Print)

I authorize FLORIDA STATE COLLEGE at JACKSONVILLE to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my:

(Check either checking or savings)

Checking Account _____	OR	Savings Account _____
------------------------	----	-----------------------

The entries will be made to my financial institution, **to credit and/or debit the NET amount** of my **payroll** check to subject account:

Financial Institution: _____

City, State, Zip: _____

Account Number: _____

Routing Number: _____

Routing number must match the routing number on the voided check

(FOR CHECKING ACCOUNT DEPOSITS, A VOIDED CHECK MUST BE ATTACHED) *Deposit slips cannot be used*

I agree to notify the Payroll office immediately of any changes to this information so that my pay may be properly deposited. I understand that in the event my financial institution is not able to deposit electronic transfers into my account due to any action I take, the College can not issue the funds to me until the funds are returned to the College by my financial institution.
Please do not close out your account(s) without giving the Payroll Office two week's prior notice.

Employee's Signature Date

Employee's telephone number: _____

Fax this form to: **Payroll Fax Number: (904) 357- 8928**

Mailing address: Florida State College at Jacksonville
Attention: Payroll Department
501 W. State Street
Jacksonville, FL 32202



Florida State College at Jacksonville

Student Worker Agreement

Position/Program: College Work Study Student Assistant Master Student
 Internship Externship FWEP

Student's Name (Print): _____ **Campus/Center:** _____

I understand that I will be earning **\$8.05 per hour** (\$8.05 per hour for Master Students).

My work schedule will be coordinated with the department supervisor around my class schedule and will not reflect hours that I am in class. I also understand that I must adhere to my work schedule or submit a new one if changes are necessary. I understand that I cannot begin work until approved by the Student Employment Office.

I understand that I must maintain the standards of academic progress (SAP) and must be enrolled in a minimum of **6 credit hours each semester I work and maintain a minimum GPA of 2.0**. I also understand that to be eligible for work as a student worker I must apply for financial aid for each academic year. *Student Assistants and College Work Study students must be in good academic standing according to the College's standards of academic progress. In addition, College Work Study students must be making satisfactory academic progress towards their degree as defined by the financial aid satisfactory academic progress policy.*

I understand that this position is temporary from term to term and if I do not perform my duties in an acceptable manner, fail to work my schedule on a regular basis, or conduct myself in a manner inappropriate for that of an employee of the College, I may be terminated from employment.

I understand that if I submit fraudulent hours on my time card, I will be terminated from the student worker program.

I understand that I may have access to individually identifiable confidential information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I will not in any way divulge, copy, release, sell, loan, review, alter or destroy that information including but not limited to personal, academic and financial information about another student or employee. Violations could subject me to criminal and civil penalties imposed by law. I further understand such willful or unauthorized disclosure also violates the College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

By signing this form, I verify that I have read and understand the work rules under the student worker program and agree on the job description, work schedule, time recording/reporting and payment arrangements. Further, by signing this form I acknowledge that I have received the Student Employee Handbook or Student Worker Orientation packet. I agree to become familiar with its contents as it contains information vital to the Student Worker Program including but not limited to: the interview process, payroll, student aid termination, confidentiality, human resources requirements and quality service tips.

Student Signature: _____ **Date:** _____

Supervisor acknowledges that the student worker may not be permitted or assigned to work more than 20 hours per week.

Supervisor Signature: _____ **Date:** _____

AUTHORIZED START DATE: _____ **Approved by:** _____

This form must be returned to the Student Employment Office within one week of starting employment.



Florida State College at Jacksonville
Student Worker

Code of Responsibility

The Office of Student Employment has adopted the following policy pertaining to the Code of Responsibility for its employees. Any deviation in policy must meet with the approval of your Supervisor or the Student Employment Office.

For security and confidentiality of records and/or data files, we have a policy of administering and maintaining student records on compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Each employee holds a position of trust relative to maintaining the security and confidentiality of these records and must recognize the responsibility entrusted to him/her. Because conduct on or off the job may threaten the security and confidentiality of these records in any form, each student employee is expected to adhere to the following:

1. No one may make or permit unauthorized use of any information in files maintained, stored or processed.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information which has come to him /her by virtue of work assignment.
3. No one is to exhibit or divulge the contents of any record or report any person except in the conduct of his/her work assignment and in accordance with FSCJ Policies.
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.
5. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person's duties.
6. No one is to abet or act in conspiracy with another to violate any part of this code.
7. Any knowledge of a violation of this code must be immediately reported to a supervisor.

Violation of this code will lead to a reprimand, suspension or dismissal consistent with the personnel policies of the College. Additionally, judicial sanctions may be considered according to the student judicial policies of the College.

I have read and will comply with Florida State College at Jacksonville's Code of Responsibility for security and confidentiality of records and/or data files.

Acknowledged by

Date

This form must be returned to the Office of Student Employment within one week of starting employment.



Florida State College at Jacksonville
Student Worker Work Schedule

Campus/Center: Deerwood Center Downtown Campus Kent Campus
 North Campus South Campus Other _____

Term: Fall Spring Summer A Summer Cross Summer B

Year: _____

Name:		Last 4 of Social Security Number:
Department:		Supervisor:
Office Location:		Office Phone:
Home Address:		City/State/ZIP
Home Ph:	Cell Ph:	Email Addr:

CLASS SCHEDULE

CLASS	MON	TUE	WED	THU	FRI	SAT

WORK SCHEDULE

DAYS	TIME IN	TIME OUT	TIME IN	TIME OUT	# OF WORK HOURS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
TOTAL WORK HOURS SCHEDULED PER WEEK					

STUDENT WORKER'S SIGNATURE: _____ **Date:** _____

SUPERVISOR'S SIGNATURE: _____ **Date:** _____

Forward original to Human Resources. Retain a copy for departmental file. Provide Student Worker with a copy.

Appendix B



The Master Student Program

2012-2013

The Office of Academic Foundations

State College Division

Goals of the Master Student Program

The primary goal of the Master Student program is to enhance the success and retention of college prep students by pairing a highly skilled student with a professor who teaches college prep (or developmental) reading, writing, or mathematics. Participating "Master Students" work with Academic Success Center (ASC) faculty and staff to provide one-to-one and small group tutoring to college prep students enrolled in the faculty's course(s); attend the faculty's class/lab sessions; facilitate group study sessions; assist with the development of essential student success skills involving listening, note taking, studying, and test taking; and assist other Academic Success Center students in the open lab/tutoring lab areas.

What Is the Academic Success Center?

The Academic Success Center (ASC) is an academic unit located within the Library/Learning Commons for teaching and tutoring college prep students. The Academic Success Center contains dedicated developmental classrooms/labs; open computer labs; tutoring labs; and best of all, faculty, staff, and master students dedicated to helping college prep learners succeed in their courses and become college-ready.

What Are the Qualifications To Be a Master Student?

To be a Master Student, one should meet the following qualifications:

- Completion of the Free Application for Federal Student Aid (FAFSA)
- Current enrollment in at least six credit hours of course work
- Maintenance of a 3.0 G.P.A. or higher in the subject(s) to be tutored
- Completion of the appropriate college-level course work in the discipline for which the student will be tutoring (i.e., a minimum of ENC 1101 for English/reading tutoring and MAC 1105 or MGF 1106/1107 for math tutoring). Higher-level course completion in the appropriate discipline may be recommended.
- Recommendation for employment from a faculty member or Library/Learning Commons/Academic Success Center professional (e.g., associate dean, ASC manager, ASC advisor, librarian, or career-level tutor)

- Demonstration of the following character qualities: Responsibility, dependability, honesty, maturity, friendliness, patience, helpfulness, supportiveness, and sensitivity to a diverse array of students.

Who Are Master Students?

Master Students are successful students who excel in the academic area for which they have been selected to help other students—for example, in math or communications (reading and writing). Because of their ability to balance personal and educational responsibilities, Master Students stand out among their peers. Master Students, moreover, possess excellent interpersonal and communications skills, encouraging their peers to feel comfortable asking them for help.

How Do Master Students Differ from Student Tutors?

Master Students are peer tutors who assist college prep students with their course work in the Academic Success Center. Master students attend the faculty's class/lab sessions, tutor students individually, facilitate small group study sessions, assist students with questions about ASC software, and help to foster an academic social network by using tools and resources recommended by faculty.

The student tutor program is a resource for the Library/Learning Commons, which serves college-credit students. Through one-to-one and small group tutoring, student tutors assist other students in a variety of academic areas, including communications, the humanities, mathematics, the natural sciences, social and behavioral sciences, and foreign languages.

Which Courses Are Eligible for the Master Student Program?

The following courses are eligible for the Master Student program:

Math: MAT 0018, MAT 0028, MAT 1033, SLS 1931, SLS 1932 (special topics SLS for developmental math courses)

Reading: REA 0007, REA 0017

Writing: ENC 0015, ENC 0025

Who Are College Prep Students?

College prep students are those who have been placed into one or more college prep (or developmental) areas in reading, writing, or mathematics based on their P.E.R.T. placement test score. The vast majority of students—approximately 70% annually— at Florida State College at Jacksonville require course work in one or more college prep areas, so there is a good chance that some Master Students began their freshman experience by taking a college prep course. Many college prep students benefit from reviewing not only academic skills but also student life skills (e.g., goal setting, decision making, time management, listening, note taking, studying, and test taking). Master Students help their peers with both academics and study strategies.

Who Supervises the Master Students?

The ASC manager, in consultation with the faculty, supervises Master Students. The hiring supervisor on your campus will inform you of any exceptions to this approach.

Is Being a Master Student Right for You?

If you answer “YES!” to the following questions, then being a Master Student may be right for you:

1. Do you like to work with other people?
2. Do you have patience when tutoring others?
3. Can you work with and assist college prep students with their classroom needs?
4. Can you work independently and in conjunction with a faculty member and ASC staff?
5. Do you feel comfortable evaluating a student’s progress?
6. Are you comfortable with using educational technology to support teaching and learning?
7. Will you be comfortable making decisions based on the needs of the student in front of you?

What Are the Responsibilities of Master Students?

Responsibilities for Master Students include the following:

- Attending the faculty’s class/lab sessions (if the Master Student’s schedule permits) and assisting students individually
- Tutoring students on an individual and small group basis in the open lab/tutoring areas of the ASC
- Facilitating small group study sessions and workshops on course topics and student success strategies

- Assisting students with the appropriate course software and Web resources

What Are the Rewards of Being a Master Student?

Master Students have the opportunity to help other students grow personally and academically. By teaching others, Master Students also increase their own range and depth of knowledge in the content of their selected courses. One of the greatest benefits for teachers at all levels is the chance to *teach someone else how to learn* and in the process learn more about the learning process. Master Students will enjoy personal growth as a result of helping other students in the college prep learning community.

How Will Master Students Be Paid?

Master Students receive \$8.00 an hour and typically work 10 to 20 hours per week. The maximum number of weekly hours per Master Student is 20. Master Students will complete a time card on a weekly basis and will submit the time card to the ASC Manager or to another contact person chosen by the campus. Master Students will be paid via direct deposit on a semi-monthly basis. Although the employee payroll schedule may vary slightly, the typical pay dates are on the 8th and 23rd of each month. After being hired, please visit the Student Employment office on your campus to complete essential paper work.

What Kind of Training Is Available?

The faculty and Academic Success Center professionals on your campus will provide you with an orientation and training program. The orientation will include an overview of the content in this booklet as well as guidelines regarding punctuality and absence; appearance and conduct; and student employee rights and responsibilities; as well as the use of Dell laptops for the ASC program. Some campuses may offer a laptop loaner program. If a laptop is available, you will be asked to sign property agreement forms pertaining to check out and appropriate use of the resource. The ASC manager on your campus may provide additional information during orientation.

You will be asked to complete an online training module regarding sexual harassment; in that way, you will be informed of your rights and responsibilities in the college workplace. To access the online training, please visit the following website:

<http://training.newmedialearning.com/psh/flccjacksonville/student/msgonce.shtml>

You may also be asked to complete training on the following topics:

- Teaching to Reach College Prep Students
- Teaching and Learning in a Lab-based Environment

- Using Discipline-specific Software.

The Do's of Laptop Usage

If you borrow a College laptop, please adhere to the following guidelines:

- Do complete all the necessary paper work related to the check out and return of the college-owned Dell laptop.
- Do remember that the laptop is a temporary loan, to be used only while you are an employee in the Master Student program.
- Do adhere to specific guidelines on your campus for laptop usage in the classroom and in the labs.
- Do remember that the laptop is to be used for academic purposes only. Do use the laptop for the Master Student program and other course- and college-related activities.
- Do avoid downloading personal, non-academic software programs onto the college laptop.
- Do return the laptop for scanning and inventorying purposes as directed to do so by your campus contact person.
- Do immediately report to your campus contact person a problem regarding a lost, stolen, or damaged laptop.
- **Do return the laptop immediately upon completion of your employment in the program. Please note: Failure to do so may result in the withholding of your (final) paycheck; a registration bar; and/or a graduation bar.**

What Do You Do If Your Laptop Is Lost, Stolen, or Damaged?

Please report any problems with your college-owned laptop to your campus contact person.

What Are Some Tutoring Tips?

1. Be a good listener so that you can understand the student's difficulty and therefore provide clear, concise instruction.
2. Stay focused on the academic task at hand.

3. Be understanding, remembering that some students may feel uncomfortable asking for help.
4. Relate lessons to life experiences to help students understand new concepts.
5. Be sure to encourage and praise the student when he/she correctly responds to instruction. Everyone responds well to positive feedback.
6. If reading appears to be a problem, read aloud to each other and ask questions. It may sometimes be necessary to read small portions of a passage at a time to ensure comprehension.
7. If math appears to be a problem, review the concepts that lead to solving the present problem. Math is hierarchical, and it is important to identify the concept that the student is missing.
8. Avoid providing students with answers; instead, allow them to explain their thinking and offer alternative ways to solve an academic problem.
9. Stay positive. If you become frustrated, take a short break.
10. Enjoy the opportunity to help with another student's success. Both tutor and student will learn from the experience.

We are delighted that you will be serving as a Master Student! Students really enjoy learning from other students, so as a peer tutor, you have the opportunity to make a positive difference in another student's college education. Best wishes for a great year of learning, tutoring, and touching lives!