

## REQUIRED PAPERWORK FOR STUDENT EMPLOYEES TO WORK ON THE UNC ASHEVILLE CAMPUS:

- ◆ All **NEW** student employees are required to stop by the **HR Office (PH 228)** to complete their I-9 Employment Eligibility Verification, Federal and State withholding tax forms (W-4/NC-4), and Direct Deposit Enrollment form on or before their first day of employment. *They also need to complete a Student Employment Contract through the Career Center (259 HU).*
- ◆ All **CONTINUING** student employees returning to their jobs and/or **starting new jobs** need to complete a **Student Employment Contract** through the Career Center (259 HU) on an annual basis for every position each academic year. **I-9 Employment Eligibility Verification** paperwork is valid for three years. Federal and State payroll paperwork (**W-4/NC-4 withholding tax forms**) is valid for the entire length of your student employment in multiple years unless you want to change your deduction status. **Direct Deposit** paperwork only needs to be updated if you want your paychecks deposited in a different account. The I-9, W-4/NC-4, and Direct Deposit paperwork is completed in the HR Office (PH 228).

### I-9

A list of acceptable identification can be found on the I-9 form located at:

[www.unca.edu/hr/forms/employment/newemployee/i-9.pdf](http://www.unca.edu/hr/forms/employment/newemployee/i-9.pdf) (*Also see footer of this document*).

The most commonly used proofs of identification are:

- ◆ Government issued photo ID such as an unexpired driver's license or University issued One Card;
- ◆ Social Security Card or original or certified copy birth certificate;
- ◆ Unexpired U.S. Passport or U.S. Passport Card.

All employees must present the original documents; sorry no photocopies can be accepted. If presenting a Social Security Card, please keep in mind that Social Security Cards cannot be laminated.

### Form W-4

Federal Income Tax form to be completed so that your employer can withhold the correct federal income tax from your pay.

### Form NC-4

State Income Tax form to be completed so that your employer can withhold the correct amount of state income tax from your pay.

### Direct Deposit Enrollment

As a condition of employment, State Controller's Policy requires Mandatory Direct Deposit

Documents accepted for direct deposit:

- ◆ Photocopy of a Check with preprinted name and current address or
- ◆ Check marked "Void" with preprinted name and current address or
- ◆ An official Bank Form, certified and stamped by a banking official, which provides account number and the bank routing number.

### Student Employment Contract

- ◆ Complete a contract for job secured *each academic year* and give to the Career Center (259 HU).
- ◆ Copies of Student Employment Contracts are available online at <http://www.unca.edu/career/studentemployment/StudentEmploymentContractUpdated2-07.pdf>.
- ◆ Federal Work Study (FWS) students complete a similar contract available online at <http://www.unca.edu/career/studentemployment/FederalWorkStudyContract.pdf> and give to the Financial Aid Office, University Hall, Lower Level.

### For any questions student employment, please contact:

The **Office of Human Resources** at 828-251-6605 (*I-9 and Payroll Paperwork*) or **Career Center** at 828- 251-6515 (*Finding a Job, Job Postings, Student Employment Contracts*) OR **Financial Aid** at 828-251-6535 (*Federal Work Study*).

*Scroll down, please*

## ACCEPTABLE I-9 EMPLOYMENT IDENTIFICATION PAPERWORK

- ◆ If the document being presented is from List A - that is the only ID required (Ex: Passport only).
- ◆ Otherwise, a document from List B AND List C will be required (Ex: Driver's License and Social Security Card).

<b>List A: Establishes both identity and employment eligibility.</b>	<b>List B: Establishes Identity</b>	<b>List C: Establishes Employment Eligibility</b>
1. U.S. Passport (Unexpired)	1. Driver's license (Unexpired)	1. Social Security Card (No copies accepted)
2. Permanent Resident Card or Alien Registration Receipt card	2. ID card issued by federal, state or local government agency	2. Certificate of Birth (Original or Certified)
3. An unexpired foreign passport with temp I-551 stamp	3. School ID w/ photograph	3. Certification of Birth Abroad
4. An unexpired Employment Authorization Document	4. Voter's registration card	4. Native American Tribal Document
5. Unexpired foreign passport w/Arrival-Departure record	5. U.S. Military card	5. U.S. Citizen ID Card
	6. Military dependent's ID	6. ID card for use of Resident Citizen
	7. U.S. Coast Guard Merchant Mariner card	7. Unexpired employment authorization document
	8. Canadian Driver's License	

*Updated 8/18/09*