

## Student Worker Hiring Process

The following outline is provided to assist you in navigating the paperwork required by federal and state laws, as well as College policy, when hiring a Hamilton student or summer employee.

- \_\_\_\_\_ Select student and make offer (confirm pay rate with Human Resources, ext. 4688 or 4301).
- \_\_\_\_\_ Give forms to student for completion: \*
  - \_\_\_\_\_ Employment Authorization (student completes top section)
  - \_\_\_\_\_ W-4, Federal withholding
  - \_\_\_\_\_ IT-2104, NYS withholding (must be completed by all employees, regardless of home state/country).
  - \_\_\_\_\_ I-9, Employment Eligibility Verification (with instructions)
  - \_\_\_\_\_ Direct Deposit Authorization (optional)
  - \_\_\_\_\_ Release of Information Authorization (for new/returning, non-Hamilton employees)

\* These forms are available at the Forms on the Web link (Payroll section) on the Human Resources home page: <http://www.hamilton.edu/college/personnel>.

- \_\_\_\_\_ Student returns all forms to supervisor along with original ID documents required for I-9. Student must provide a valid social security number and Payroll would like to have a copy of the social security card (even if it is not used for I-9 documentation) to assure accurate reporting of earnings to the IRS and New York State.
- \_\_\_\_\_ Supervisor completes authorization form: department name, budget line, pay rate, effective dates of assignment, signature and date.
- \_\_\_\_\_ Supervisor completes Section 2 of I-9: review **original** ID documents for I-9, make copies of documents and attach to I-9, complete certification (including hire date in middle of paragraph) and signature/print name/title/date.
- \_\_\_\_\_ Submit all completed paperwork to Human Resources no later than the day the student begins work.

**If you have any questions, please contact  
Carol Bennett (ext. 4688) or Barbara Scanlan (ext. 4376).**