STUDENT EMPLOYMENT PAYROLL REGISTRATION FORM

SECTION I: STUDENT INFORMATION - FEDERAL REGULATIONS REQUIRE THIS FORM TO BE PROCESSED BEFORE STUDENT BEGINS WORKING

SOCIAL SECURITY NUMBER

PRINT NAME: LAST FIRST MIDDLE

SEX: M F

PERMANENT HOME ADDRESS

CITY STATE ZIP

HOME PHONE NUMBER

CURRENT LOCAL ADDRESS

LOCAL PHONE NUMBER DATE OF BIRTH

SECTION II: EMPLOYER INFORMATION - TO BE COMPLETED BY THE EMPLOYER BEFORE STUDENT BEGINS WORKING

DEPARTMENT NAME ORG. NUMBER

POSITION NUMBER:

OFFICIAL START DATE:

CHECK PAY CLASSIFICATION PAY RATE ADDITIONAL POSITION PROMOTION

STUDENT AIDE $5.15

STUDENT ASSISTANT $5.65

STUDENT ASSOCIATE $6.00

STUDENT SPECIALIST $6.15

STUDENT MASTER 1 PRE-APPROVED ONLY $7.00

STUDENT MASTER 2 PRE-APPROVED ONLY $8.50

GRADUATE STUDENT 1 $7.50

GRADUATE STUDENT 2 $8.50

CIRCLE STUDENT CATEGORY:

MIA MI STUDENT HIGH SCHOOL OTHER UNIVERSITY

CIRCLE CAMPUS JOB ADDRESS:

OXFORD MIDDLCTOWN HAMILTON

HOURS PER WEEK

SUPERVISOR'S SIGNATURE

SUPERVISOR'S CAMPUS ADDRESS & PHONE #

DEPARTMENT CHAIR APPROVAL

CHECK HERE IF THIS IS A PRE-APPROVED SALARIED STUDENT POSITION

SECTION III: W-4 INFORMATION - COMPLETE ONLY IF YOU HAVE NOT PREVIOUSLY WORKED AT MIAMI

Note: If you have questions about how to complete this section, inquire at the Student Employment Office.

NON-RESIDENT ALIEN: (MUST COMPLETE TAX INFORMATION AT PAYROLL OFFICE BEFORE GOING TO STUDENT EMPLOYMENT OFFICE)

SCHOOL DISTRICT TAX RETIREMENT - PERS FEDERAL TAX STATE TAX CITY TAX

PUBLIC SCHOOL DISTRICT YES NUMBER OF EXEMPTIONS MARRIED SINGLE NUMBER OF EXEMPTIONS OHT KYT INT CITY CODE

NO ADD'L W/H $ TAX EXEMPT ADD'L W/H $ MARRIED BUT WITHHOLD AT HIGHER SINGLE RATE

UNDER PENALTY OF PERJURY, I CERTIFY THAT THE TAX WITHHOLDING INFORMATION PROVIDED IN THIS SECTION IS COMPLETE.

STUDENT SIGNATURE:

DATE:

STUDENT EMPLOYMENT OFFICE USE ONLY PERSONNEL FILE ENTERED ON:

DATE INITIALS POSITION # SUFFIX #

DATE RECEIVED: