



Student Employment Providence Campus New Hire/Rehire Checklist

EMPLOYEE NAME:

Welcome! As a new student employee, there are some forms that you will need to complete. If you have any questions, please contact [Student Employment](#) at 401-598-1849 and we will be happy to assist you.

Form I-9:* Please complete Section 1, then sign and date this form. The government requires the university to review and copy an original, unexpired document. We may accept either one document from [List A](#) or one document from [List B](#) and one document from [List C](#). If you do not have any of the documents listed, please let us know.

Employee Self-Identification Form: Completion of this form is voluntary. The information you provide is used for statistical purposes. Please print your name at the top of the form and sign the form at the bottom. You may elect to identify your race/ethnic category, or choose the decline option.

Confidentiality Agreement: In your role as a student employee, you may hear or become aware of sensitive or protected information. Please carefully read the information contained on the form, print your name where indicated at the top of the form, and sign and date the bottom of the form.

Tax Withholding:

Domestic students - You will not complete a Form W-4 or RI Withholding Allowance Certificate to indicate the amount of federal and state taxes we will withhold from your paycheck. Upon completion of your employee forms, you will be given access to [HRpulse](#). Your current withholding is defaulted to the filing status of "Single" with claimed allowances of "0." You may change the amount of federal and state taxes withheld by changing the withholding information through the "Add/Change Withholding Form (W-4)" link on [HRpulse](#) (*Menu, Myself, Payroll Items, Income Tax*). No changes are necessary if you want to remain at "Single 0" withholding. For step-by-step instructions on changing your withholding, see [How Do I ... ? A Guide to HRpulse](#) .

NRA (non-resident alien students) - will complete a Federal W-4 as required by the Internal Revenue Service.

* The Form I-9 is regulated by the government. Therefore, if an error is made on any of these forms, the form becomes invalid. If you make an error or cross out information on the Form I-9, please let us know so that we may provide you with a new form.