Idaho State University
New Hire Instructions
For
Temporary or Student Employees

PLEASE READ AND FOLLOW DIRECTIONS:

I-9: Complete the top portion, Section 1. DO NOT write below the signature line. Be prepared to show original identification for the lists in Section 2. Lists showing the documentation that will be accepted are on the third page of the form. If you don't have the required documents, federal law prohibits us from allowing you to work.

W-4: Federal Income Tax Deduction. Use your permanent home mailing address and name as it appears on your social security card. If you are not a United States citizen, you must contact Human Resources.

Selective Service: Use your legal name and sign the form.

Affirmative Action Identification: This is voluntary information to assist in data collection for the Affirmation Action Program.

Tax withholding on student employees: Students are exempt from FICA and Medicare tax withholding if they are carrying at least a half-time credit load (6 credit hours undergraduate; 5 credit hours graduate).

Upon completion of the above, submit all of the original forms in person to the Human Resources Office, Administration building, Room 312. These forms must be completed no later than the time of hire, which is the actual beginning of employment.

Questions? Human Resources 282-2517