

## WNE Student Employment

To begin working in a student employment position, you must complete the following forms:

1. Federal I-9 Form
2. W-4 Federal Income Tax Withholding Form
3. M-4: Massachusetts Employee Withholding Form
4. WNE Direct Deposit Form

### Federal I-9 Form:

To work on campus, you must complete the I-9 form with the Office of Human Resources. Human Resources is in Rivers Memorial (the entrance to HR is on the left side of the building). Human Resources is open Monday - Friday from 8:30 a.m. – 4:30 p.m.

You will need to bring one item from List A or one document from List B AND one item from List C below to complete the I-9 form.

<b>LISTS OF ACCEPTABLE DOCUMENTS</b>		
<b>All documents must be UNEXPIRED</b>		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
<b>LIST A</b> Documents that Establish Both Identity and Employment Authorization	<b>OR</b>	<b>LIST B</b> Documents that Establish Identity <span style="float: right;"><b>AND</b></span>
<b>LIST C</b> Documents that Establish Employment Authorization		
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

**If you do not have the documents with you on-campus Human Resources can virtually verify the documents:**

You will need to have the person who possesses the original documents, either Zoom (or you may Facetime) Human Resources to show the document as verification. Then that person would take a picture of the document and email the picture to Human Resources.

Please remember until this document is virtually verified it cannot be used.

Human Resources is open Monday through Friday 8:30 a.m. – 4:30 p.m. and can be reached at 413-782-1268.

**W-4 Federal Income Tax Withholding; M-4: Massachusetts Employee Withholding; WNE Direct Deposit**

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The W-4 and the M-4 are income tax withholding forms. They are to be returned to the Student Payroll Office, located in the Campus Utilities Building (by the CAHLC and Tennis Courts) All student employees must participate in Direct Deposit.