

UNIVERSITY OF DALLAS

New Student Employee Forms

Name: _____

Section 1: Overview

- This page is provided to you as a guide by the Office of Human Resources (HR) and is designed to help you complete all required employee paperwork upon hire.
- Submit the forms listed in Section 2 below (*and Section 3 for foreign national students*) to HR no later than your first day of employment. Failure to submit all necessary documentation to HR will result in denied authorization to work or delayed payment.

First day of employment: _____.

- A note regarding addresses: List your local address on all documents except Form I-9 and Form W-4 (list your permanent address).

Section 2: New Hire Documents for all Students

- Student Employee Information and Agreement Form**
(Carefully review the student employee handbook, confidentiality agreement, and statement before signature. The handbook can be found on our website by visiting <http://www.udallas.edu/offices/hr/studentemployment/new-hire-forms.php>.)
- I-9 and List of Acceptable Identification Documents**
(Complete Section 1 of Form I-9 no later than your first day of employment. Section 2 must be completed by HR no later than your third day of employment; original identification documents must be presented. For additional information, visit <https://www.uscis.gov/i-9>.)
- W-4**
(HR cannot advise employees on completing Form W-4. Contact your guardian or tax advisor if assistance is needed. If you are a foreign national student, please visit <http://www.irs.gov/pub/irs-pdf/n1392.pdf> for supplemental instructions on completing Form W-4. All employees must provide a social security number to receive payment.)
- Payroll Memorandum and Authorization for Deductions from Final Paycheck**
- Electronic Delivery of IRS forms (optional)**
- Direct Deposit Form**
(Direct deposit is required for all employees. A voided check must be submitted with the direct deposit form in support of your bank name, transit routing number, and account number. If you do not have checks, please contact your bank for guidance.)
- Worker's Compensation: Zenith Network Packet**
(UD belongs to the Zenith Network for Worker's Compensation Insurance. Worker's Compensation Insurance will compensate employees unable to work or employees put on restricted work duty as a direct result of illness or injury incurred while performing job related duties and will cover medical expenses due to job-related illness or injury. (**Only the last page of this packet must be submitted to HR.**))

Section 3: New Hire Documents for Foreign National Students

- Form 8233**
(Form 8233 is only required for student employees whose home countries have a tax treaty with the United States. A full list of tax treaty countries is provided on the back of this page. If your home country is listed, please complete Form 8233. For additional information, please visit <http://www.irs.gov/pub/irs-pdf/i8233.pdf>.)

UNIVERSITY OF DALLAS

United States Income Tax Treaties A to Z

Armenia	Jamaica	Tajikistan
Australia	Japan	Thailand
Austria	Kazakhstan	Trinidad
Azerbaijan	Korea	Tunisia
Bangladesh	Kyrgyzstan	Turkey
Barbados	Latvia	Turkmenistan
Belarus	Lithuania	Ukraine
Belgium	Luxembourg	Union of Soviet Socialist Republics (USSR)
Bulgaria	Malta	United Kingdom
Canada	Mexico	United States Model
China	Moldova	Uzbekistan
Cyprus	Morocco	Venezuela
Czech Republic	Netherlands	
Denmark	New Zealand	
Egypt	Norway	
Estonia	Pakistan	
Finland	Philippines	
France	Poland	
Georgia	Portugal	
Germany	Romania	
Greece	Russia	
Hungary	Slovak Republic	
Iceland	Slovenia	
India	South Africa	
Indonesia	Spain	
Ireland	Sri Lanka	
Israel	Sweden	
Italy	Switzerland	