

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.

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

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 provide a printout from your bank confirming the account holder's name, routing number and account number.*

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 page 9 of this packet must be submitted to HR).

Section 3: New Hire Documents for Foreign National Students

Form 8233

***Form 8233 is 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 to claim a reduced rate or exemption for certain items of income received within the US. For additional information, please visit <http://www.irs.gov/pub/irs-pdf/i8233.pdf>.

United States Income Tax Treaties A to Z

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