

Subject: Important Notice – Student Employment for Wells Students

Hello Incoming Students,

I hope this email finds you well and enjoying your summer break! As the fall semester approaches, it's essential to keep a few things in mind, especially if you're planning to take up employment during the school year. Today, I wanted to touch base and provide you with details about the required paperwork for employment in the state. Whether your plan is to work on-campus or get a job locally – this is one way our HR department assists Wells students to “graduate prepared”, so let's dive right in!

These are the primary documents you'll likely encounter when completing new hire paperwork in New York. However, please keep in mind that requirements may vary depending on your specific job, employer, and other factors. It's always a good idea to consult with your employer's HR department or the hiring manager to ensure you have all the necessary paperwork in order.

1. [Form W-4](#), Employee's Withholding Certificate: This form helps your employer determine the amount of federal income tax to withhold from your paycheck. You'll need to provide your personal information, such as your Social Security number and marital status, as well as indicate the number of allowances you're claiming.
2. [Form IT-2104](#), New York State Employee's Withholding Allowance Certificate: Like the federal W-4 form, this document helps your employer calculate the appropriate amount of state income tax to withhold from your paycheck. You'll need to provide details like your Social Security number, filing status, and the number of allowances you're claiming.
3. [Form IT-2104.1](#), Form IT-2104.1 New York State, City of New York, and City of Yonkers Certificate of Nonresidence and Allocation of Withholding Tax: If you're a resident of a state other than New York but work in New York City or Yonkers, you may need to fill out this additional form. It determines the appropriate allocation of withholding taxes between your home state and the city you work in.
4. [Form I-9](#), Employment Eligibility Verification: This form is a federal requirement for all new employees. It verifies your identity and work eligibility in the United States. **To complete this form, you'll need to bring the ORIGINALS of certain documents, such as your passport, driver's license, Social Security card, or a combination of other acceptable identification.**

The federal government does not allow images of documents or copies. The original identification must be viewed.

For students who intend to apply for a Work Study or Summer Help position on the Wells Campus, the Form I-9 and acceptable identification will be required.

In the past, we have heard that families were uncomfortable giving students these documents – therefore, the HR Department will be present on Day 2 of New Student Orientation during the Resource Fair in MacMillan Hall and during Move-In Day to make copies. This is one way to take care of the compliance piece to ensure you're all set to apply for an on-campus student position.

Remember, being prepared in advance will save you time and stress once you secure that new job opportunity. If you have any questions or concerns, don't hesitate to reach out for clarification.

Wishing you a fantastic end to your summer break and a successful upcoming semester!

Best regards,

Jessica Kolodzie