Employee Information Form

Please **complete** this form and return it to the Payroll Office with your W-4 form, I-9 form, and acceptable forms of identification.

				Dat	te:
Please Print:					
Name:		First			
Last		First	N	Iiddle	
Home Address	Street/Po Box	City	State	Zip Code	
Country:	Soci	al Security Number			
Citizenship (List be	oth if you have dual	citizenship):		·	
Please be advised tl	nat if you are und	Yes No Date of Bird er the age of 18 and not our school before being	a registered	d college stu	dent, you will need to
Do You Attend Hou	ghton College: Ye	s No Campus Wide II	O#		
If YES what year of	college are you in?	Preshman Sophomore	Junior So	enior	
If not a Houghton Co	ollege Student, plea	ase indicate which catego	ory you fit in	:	
High sch	ool student Where	e?	Grad. Y	ear?	_
If you just gradu	ated HS this year, a	are you attending Hought	ton in the fal	l? Yes No	
College s	tudent at another co	ollege Where?			
	igh school or colle				_
•	or	as or direct deposit sta Mailing address abov Other address?	re?		heck one
Please let me kno Supervisor's Sign		ent you are working f			

NOTE: Our preferred form of payment is by direct deposit to your bank account. You *may* be paid in the form of a live check, however, please be advised that if you are responsible for the misplacement of a check, there will be a **\$40.00** fee to stop payment on that check. If you choose to be paid by direct deposit, please fill out the Direct Deposit Form. It may take up to 4 weeks before being in effect.

You will be paid minimum wage which is currently \$7.25 per hour. Overtime (which is any work over 40 hours per week) will be paid at 1&1/2 times the hourly rate. Paydays are every other Friday. You can find a complete pay schedule at http://campus.houghton.edu/orgs/studentpayroll/studentpayschedule.htm