Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Names Used (if any)</th>
</tr>
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<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
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<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>Employee's E-mail Address</th>
<th>Employee's Telephone Number</th>
</tr>
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I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States
2. A noncitizen national of the United States (See instructions)
3. A lawful permanent resident (Alien Registration Number/USCIS Number):

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):
   Some aliens may write "N/A" in the expiration date field. (See instructions)
   Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
   An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.
   1. Alien Registration Number/USCIS Number:
      ______________________________________
   OR
   2. Form I-94 Admission Number:
      ______________________________________
   OR
   3. Foreign Passport Number:
      ______________________________________
      Country of Issuance:

Signature of Employee

Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator: A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator

Today's Date (mm/dd/yyyy)

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</table>
Form W-4 (2016)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 10, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds $1,050 and includes more than $350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

* is age 65 or older,
* is blind, or
* will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than $1,000,000.

Basic Instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for Information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident aliens. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed $120,000 (Single) or $180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

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**Personal Allowances Worksheet (Keep for your records.)**

| A | Enter "1" for yourself if no one else can claim you as a dependent | \[ A \] | Enter "1" if you are:
| B | Enter "1" if:
| \[ B \] | You are single and have only one job;
| \[ B \] | You are married, have only one job, and your spouse does not work;
| \[ B \] | Your wages from a second job or your spouse’s wages (or the total of both) are $1,500 or less.
| C | Enter "1" for your spouse. But, you may choose to enter "0-0" if you are married and have either a working spouse or more than one job. (Entering "0-0" may help you avoid having too little tax withheld.) | \[ C \] | Enter the number of dependents (other than your spouse or yourself) you will claim on your tax return.
| D | Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) | \[ D \] | Enter "1" if you have at least $2,000 of child or dependent care expenses for which you plan to claim a credit.
| E | (Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.) |
| F | Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.
| \[ F \] | If your total income will be less than $70,000 ($100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children.
| G | If your total income will be between $70,000 and $84,000 ($100,000 and $119,000 if married), enter "1" for each eligible child.
| H | Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.)

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**W-4**

Department of the Treasury Internal Revenue Service

**Employee’s Withholding Allowance Certificate**

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

**2016**

1 Your first name and middle initial

Last name

2 Your social security number

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Home address (number and street or rural route)

City or town, state, and ZIP code

5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)

6 Additional amount, if any, you want withheld from each paycheck

7 I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption.

* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, write "Exempt" here.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

**Employee's signature**

(If this form is not valid unless you sign it)

Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2.
MARITAL STATUS—If you are legally separated from your spouse under a decree of divorce or separate maintenance, check the Single box.

If you file as head of household on your tax return, you are treated as Single for withholding tax purposes. However, an additional withholding allowance may be claimed for this filing status.

NUMBER OF WITHHOLDING ALLOWANCES—Do not claim more than the correct number of withholding allowances. However, if by claiming the correct number of withholding allowances you still expect to owe more income tax for the year than will be withheld, you may increase the amount withheld either by claiming fewer withholding allowances or by entering into an agreement with your employer to withhold an additional dollar amount.

Note: Hawaii law does NOT allow "exempt" status for withholding purposes.

NONWAGE INCOME—If you have a large amount of nonwage income, from sources such as interest or dividends, you should consider making estimated tax payments using Form N-1 or you may find that you owe additional tax at the end of the year.

TWO-EARNER/TWO JOBS—If you have a working spouse or more than 1 job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only Form HW-4. This total should be divided among all jobs. Your withholding will usually be most accurate when all allowances are claimed on the Form HW-4 filed for the highest paying job and zero allowances are claimed for the others.

FILING THE CERTIFICATE—You must file this form with your employer or your employer must withhold tax from your wages as if you were single and claimed no withholding allowances.

FILING A NEW CERTIFICATE—You SHOULD file a new certificate if you get married or are entitled to claim more withholding allowances. You MUST file a new certificate within 10 days if ANY of the following occurs:

(a) If you are divorced or legally separated.

(b) If your spouse, for whom you have been claiming a withholding allowance, commences claiming his or her own withholding allowance on a separate certificate.

(c) If a dependent for whom you claimed a withholding allowance no longer qualifies as a dependent.

You MUST file a new certificate on or before December 1 in case of the death of your spouse or the death of a dependent, unless such event occurs in December.

WITHHOLDING ALLOWANCE FOR AGE—You may claim an additional withholding allowance for age if you are at least 65 years old and no one can claim you as a dependent. If you are married and filing a joint return, you may also claim an additional withholding allowance if your spouse is at least 65 years old, no one else can claim your spouse as a dependent, and your spouse is not already claiming such withholding allowance for himself / herself on a Form HW-4.

HEAD OF HOUSEHOLD—Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your qualifying child or any other person who is your dependent.

PENALTIES—Penalties are imposed for willfully supplying false or fraudulent information or for willfully failing to supply information.

CERTIFIED DISABLED PERSON—See the section, "What Is Not Subject to Withholding" in Booklet A, Employer's Tax Guide.

NONRESIDENT MILITARY SPOUSE—Under federal law, the State is prohibited from subjecting the income received by a service member's nonresident spouse for services performed (i.e., wages, in Hawaii to Hawaii's income tax beginning tax year 2009.

FOR FURTHER INFORMATION—Contact your employer or the Department of Taxation at 808-587-4242 (toll-free at 1-808-222-3229).

FORM HW-4

STATE OF HAWAII — DEPARTMENT OF TAXATION

EMPLOYEE'S WITHHOLDING ALLOWANCE AND STATUS CERTIFICATE

Section A (to be completed by the employee)

1. Type or print your full name

2. Your Social Security Number

Home address (number and street or rural route) 3. Marital Status

- Single
- Married
- Married, but withhold at higher Single rate
- Certified Disabled Person (not subject to withholding)
- Nonresident Military Spouse (not subject to withholding)

4. Total number of allowances you are claiming (from line 1 of the worksheet on page 2). (Note: Hawaii law does NOT allow "EXEMPT" status for withholding purposes.)

5. Additional amount, if any, you want deducted each pay period

I declare, under the penalties set forth in section 231-36, HRS, that I have correctly indicated my marital status and that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

(Date) _______________ _______________ (Signed) __________________________

Section B (to be completed by the employer)

1. Employer's name

2. Hawaii tax identification number

Employer's address

City or town, State, and Postal/ZIP code

EMPLOYER: Keep this certificate with your records. If you believe that an employee has claimed excess allowances for the employee's situation (generally more than 10) or misstated the employee's marital status, you must send a copy of the Form HW-4 for that employee to the Hawaii Department of Taxation, P.O. Box 3827, Honolulu, Hawaii 96812-3827.

FORM HW-4
Rights & Responsibilities of Student Employees

As a student employee, you have rights and responsibilities. The following is a summary of the important information as well as recommended guidelines as a student employee at UH-West Oahu, which you can find on the APM A9.880 document found on the main page of your student employment access screen. To view the complete policies and procedures, The University of Hawaii has approved Policies and Procedures on Student Employment (Administrative Procedures Manual A9.880).

1. **NON-DISCRIMINATION:** It is the policy of the University of Hawaii to prohibit discrimination in employment due to race, color, religion, sex, national origin, age, political affiliation, handicapping condition, veterans or marital status.

2. **MINIMUM CREDIT LOAD:** Student assistants must be enrolled on at least a half-time basis in order to be eligible for a job on campus. You must inform your supervisor if you withdraw from classes and are no longer registered for a minimum of six credit hours.

3. **SATISFACTORY ACADEMIC PROGRESS:** You must be making satisfactory academic progress to keep your job on campus, i.e. maintaining at least a 2.0 GPA. You will be terminated from your job at the end of any semester in which your grade report shows “unsatisfactory progress”.

4. **CLASSIFICATION AND PAY SCHEDULE:** The Student Services Specialist will determine your classification and pay, based on your job description.

5. **LIMIT TO HOURS WORKED:** Student assistants may not work more than 20 hours a week during regular semesters, regardless of how many campus-positions the student holds. Summer and vacation periods are excluded from this rule. *Please note that it is not recommended that the student employee work more than one position at a time.*

6. **TIME SHEETS:** Student employees are expected to maintain and submit all online and paper time sheets to their respective supervisors in a timely manner, in order to have their paychecks processed by payroll on-time.

7. **WORK PAST 6:00 PM AND PREMIUM PAY:** You must have your supervisor's permission to work past 6:00 PM. You are usually entitled to premium pay of an additional 60 cents per hour if your work is performed after this time.

8. **OVERTIME PAY:** You will be entitled to overtime pay if your supervisor requests that you (a) work more than eight hours in a work day; (b) work more than 40 hours per week; or (c) work on any day which is a legal holiday.

9. **PAY RAISES:** You will be given a yearly step increment on the anniversary date of initial hire, last promotion, or last step increase, provided that you have worked a minimum of 400 hours in the position.

10. **REST PERIOD:** You are entitled to a ten minute rest period with pay for each four hours of continuous work, and a lunch break without pay of not less than 30 minutes as appropriate.

11. **WORK ATTIRE:** Generally, students are expected to dress appropriately for their job duties. Positions requiring student employees to interface with the public or other staff/faculty within an office setting should aim to dress modestly in casual office attire. Students performing manual labor must also dress in safe and modest attire that would be considered accommodating to their position and job tasks performed. For further clarification,
students are advised to check with their direct staff supervisor on what may be considered appropriate for their unit/division.

12. **ABSENCE:** If you are not able to work your scheduled time, you should notify your supervisor as early as possible in order to ensure coverage for your position. Some supervisors may require the student employee to plan and designate an appropriate alternate in his/her place, therefore each student employee should follow the protocol that is specific to his/her division or unit.

13. **WORK DURING EXAMINATION PERIOD:** Your supervisor may **NOT** require you to work when you are scheduled for an examination, and shall make every reasonable effort to rearrange your work schedule for the period of final examinations and for one full week prior to the final examination period. You are responsible for informing your supervisor about your class schedule and your examination schedule.

14. **TERMINATION:** The first 90 days of your employment is considered a training period and you may be terminated at any time during that period. After the training period, student assistants who are terminated will be notified by their supervisors in writing at least two weeks prior to termination date, unless it is determined that there is due cause for immediate dismissal. If you feel you have been unfairly terminated, you may file a grievance. (See #16 below).

15. **APPOINTMENT PERIODS:** Length of employment is designated based on availability of funds. The employer and the university designates the right to adjust appointment periods as needed due to changes in funding, and will make every opportunity to notify the student in advance if the appointment period may require an earlier termination than what is listed in the student’s work agreement.

16. **VOLUNTARILY ENDING YOUR EMPLOYMENT:** You should give your supervisor two weeks written notice if you plan to terminate your job.

17. **GRIEVANCE PROCEDURE:** You should attempt to resolve the grievance on an informal basis with your immediate supervisor first. If this fails, you may pursue the matter through a formal grievance procedure. See the Student Services Specialist.

18. **DRUG FREE WORKPLACE:** The University of Hawaii is in compliance with the Drug Free Workplace Act of 1988, which sets forth requirements for continued receipt of federal funds. The University of Hawaii has adopted Executive Policy E11.210, Illegal Drugs & Substance Abuse, which establishes a guide for University action that responds to health concerns and is consistent with the mission and role of the University. In conformance with existing law, University students/employees are not permitted to manufacture, distribute, possess, use, dispense, or be under the influence of illegal drugs as prohibited by State and Federal Law, at University-sponsored or approved events, on University property, or in buildings used by the University for education, research, or recreational programs. Students/employees found in violation of this part shall be subject to appropriate federal or state law and disciplinary provisions contained in the campus Student Conduct Code. All student employees agree, as a condition of employment, to abide by this policy and further to notify the University within five days of any conviction for a criminal drug statute offense occurring in the workplace. Full disclosure can be found at [www.hawaii.edu/ohr/docs/drugfree.htm](http://www.hawaii.edu/ohr/docs/drugfree.htm)

I certify that I have read and understand the above rights and responsibilities. I also understand that the above is a summary of the policy posted on the SECE website.

Student Printed Name:______________________________

Student Signature______________________________ Date________

Student Employment Liaison Signature________________________ Date________
LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
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<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization</td>
<td>Documents that Establish Identity</td>
<td>Documents that Establish Employment Authorization</td>
</tr>
</tbody>
</table>
| 1. U.S. Passport or U.S. Passport Card | 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 | 1. A Social Security Account Number card, unless the card includes one of the following restrictions: 
(1) NOT VALID FOR EMPLOYMENT 
(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION 
(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | 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 | 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa | 3. School ID card with a photograph | 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| 4. Employment Authorization Document that contains a photograph (Form I-766) | 4. Voter's registration card | 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (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. | 5. U.S. Military card or draft record | 5. Native American tribal document |
| 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 | 6. Military dependent's ID card | 6. U.S. Citizen ID Card (Form I-197) |
| | 7. U.S. Coast Guard Merchant Mariner Card | 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| | 9. Driver's license issued by a Canadian government authority | | |

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.