



O K L A H O M A
PANHANDLE STATE
U N I V E R S I T Y

New Student Worker Checklist

For all new student workers that have not worked an on campus job, please use the following checklist to make sure your packet is complete before submitting to the Office of Human Resources.

- The new student worker packet is filled out completely, and all information is correct.
- The packet has been reviewed and signed by the student.
- The packet has been reviewed, filled out, and signed by the Supervisor.
- The packet has been reviewed and signed by the Office of Financial Aid.
- Student has unexpired valid forms of ID (please see list of acceptable document for reference). These will need to be witnessed by Human Resources so please bring them to your appointment.
- Student has emailed opsuhr@opsu.edu to schedule an appointment to submit packet.

For International students, please schedule an appointment with Erin Moore to receive a work permit and complete the above steps.

Once all the task are completed the student is able to be a valid employee of OPSU.



OKLAHOMA
PANHANDLE STATE
UNIVERSITY

Student Worker Agreement

Student must be **enrolled in and regularly attending** six (6) or more hours in a regular semester or three (3) or more hours in a summer session to be eligible to work up to twenty (20) hours per week in the Fall and Spring semester and twenty-seven (27) hours in the Summer semester.

Student workers will be assigned a maximum number of hours which may be worked in a given semester or year and a total dollar amount which may be earned in this period (this includes "break" periods such as spring break and semester breaks). The money earned by the student working for the University is part of one's financial aid package where appropriate.

There are three (3) work periods for students in each year, Fall, Spring and Summer. Student workers must be approved each of these periods in which they will work. A student working for the entire year would need to be approved at the beginning of their work for each period.

If there is a period in which a student worker must work more than twenty (20) hours per week, **this must be noted at the same time of employment or an amended work agreement must be completed and approved in advance by the Office of Financial Aid and Office of Student Affairs.** A written explanation from the supervisor must be attached to the amended work agreement.

Revisions to the Student Worker Agreement must be filed in the Financial Aid office and approved by the Director of Financial Aid prior to any additional hours being worked and/or any additional wages being paid.

It is the responsibility of both the student and the student's supervisor to make certain excessive hours are not worked and hours are not put on a time sheet which conflict with the student's normal semester class schedule without documentation.

Upon termination of student's employment, the supervisor shall notify the Human resources office of the separation date and submit the Student Worker Exit Date Form.

No student may receive a payroll check until all payroll documentation is complete.



Student Worker Agreement Cont.

The student worker agrees to the following conditions:

1. I agree to responsibly carry out the duties and tasks outlined in the job description for the position I am assuming.
2. I understand that unsatisfactory job performance is grounds for dismissal.
3. I understand that failure to report for work is grounds for dismissal and may be interpreted as my immediate registration.
4. I understand that tardiness for work is grounds for dismissal.
5. I agree to present myself and conduct myself professionally at all times while on duty.
6. I understand any absences from work must be approved by my supervisor.
7. I agree not to work at any time when a class I am enrolled in is meeting.
8. I understand that my acceptance of this position means that I represent the University and I agree to do so at the level expected by my supervisor.
9. I agree to have period evaluations of my job performance.
10. I agree to not work in excess of my officially approved hours.
11. I have read and reviewed and understand the OPSU Drug Free Workplace Policy
 - a. <https://opsu.edu/app/uploads/2022/12/DrugFreeWorkplacePolicy.pdf>

I understand and accept the conditions set forth above in this work agreement.

Student Signature

Date

I have discussed the terms and conditions presented above. The proposed student worker and I understand and accept the terms and conditions set forth above. I hereby request for this student to be assigned work in my department/school.

Supervisor Signature

Date

FORM MUST BE COMPLETED IN FULL

Student ID :

Personal Information
Oklahoma Panhandle State University

Citizenship Status: Permanent Resident
 Citizen International

Section 1: All Employees Complete

Prefix	Last Name (incl suffix, e.g. Jr, Sr, III)	First Name	Middle Name	Check if Name Change & attach a copy of your new social security card. <input type="checkbox"/>
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Section 2: All NEW Employees Complete - Current Employees, Enter only fields that need updated

Marital Status	Gender	Birth Date	Social Security Number	<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic	<input type="checkbox"/> Black <input type="checkbox"/> Other
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Permanent Home Address (within USA to mail W-2)

Address Line 1		Telephone Number (w/ AC)
Address Line 2		
City	State	Zip Code

OPSU Email:

Emergency Contact

Contact Name	Contact Relationship
Contact Address (Street Address, City, State, Zip Code)	Contact Work Phone (w/ AC)
	Contact Home Phone (w/ AC)

Are you currently enrolled at OPSU? Yes No Hours enrolled:

Have you ever worked for OPSU? Yes No Where?

Do you have other campus employment? Yes No Where?

I have read and understand the conditions set forth in this employment packet.

Student Signature Student Job Title: Hours per week: Hourly rate is \$7.25

Position Code (e.g.#001202) Start Date:

Supervisor signature

Financial Aid Signature

OKLAHOMA PANHANDLE STATE UNIVERSITY OPSU

Name of State Agency, Authority, Commission, Department or Institution

Address, City and Zip Code Agency, Authority, Commission, Department or Institution

Print Name of State officer or Employee (Affiant)

LOYALTY OATH
(51 O.S., 36.2A)

I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am

(Here put **name of office**, or, if an employee, insert "An Employee of___" followed by the **complete designation** of the employing officer, agency, authority, commission, department or institution.)

Signature of Affiant

State of OKLAHOMA

County of TEXAS

Signed and sworn to (or affirmed) before me on this _____ day of

_____, _____ by _____.

Print name of person taking the oath

(Seal, if any)

Signature of Notary Public, or other officer
authorized to administer oaths or
affirmations.

HR Director

Title and Rank (if other than a Notary Public)

My Commission Expires: _____

Commission Number: _____

Notes for after Approved Employment

U.S. Citizens and Resident Non-Citizens Federal & State Withholding Forms

Federal Tax Withholding Form – U.S. Citizens and Resident Non-Citizens

U.S. Citizens and Resident Non-Citizens Federal withholding will default to Single marital status and no deductions. A different marital status can be set up online via self-service as follows:

1. Log in to Employee Self Service
2. Select Tax Forms
3. Select Federal W-4Tax Withholding
4. It is strongly suggested that employees use the IRS Tax Withholding Estimator, which can be accessed by clicking on the “Vendor Web Site” link at the bottom right of the screen, to help estimate whether the amount withheld is sufficient.
5. Select Update (at the bottom of the screen)
6. Enter the date you want the change to be effective (subject to limitations based on the payroll processing schedule).
7. Use the drop-down box labeled “filing status” to indicate your filing status.
8. The “Under Age 17 Amount” is a dollar amount based on \$2000 per dependent claimed. Do not enter the number of dependents (1, 2, 3, etc).
9. The “Above Age 17 Amount” is a dollar amount based on \$500 per dependent claimed. Do not enter the number of dependents (1, 2, 3, etc).
10. Dependent Amount – it is critical that the total of the “Under Age 17 Amount” and the “Above Age 17 Amount” be correctly entered here. If the total isn’t entered by the user, there won’t be an adjustment.
11. Users are responsible for entering accurate information. Oklahoma Panhandle State University is not responsible for any taxes owed or fines that might be incurred due to inaccurate information.

State Tax Withholding Forms U.S. Citizens and Resident Non-Citizens – Job Location in Oklahoma

U.S. Citizens and Resident Non-Citizens will default to Oklahoma state tax withholding, Single marital status and 0 allowances.

All Statuses Other Than Exempt –

A different marital status other than exempt status can be set up online via self-service as follows:

1. Log in to Employee Self Service
2. Select Tax Forms
3. Select Oklahoma W-4 Tax Withholding
4. Enter the date you want the change to be effective (subject to limitations based on the payroll processing schedule). NOTE: The settings effective on the last day of a pay period are the settings used for the entire pay period.
5. Use the dropdown box labeled “filing status” to indicate your filing status.
6. Enter the number of exemptions claimed in the box next to “Exemptions”.

7. Users are responsible for entering accurate information. Oklahoma Panhandle State University is not responsible for any taxes owed or fines that might be incurred due to inaccurate information.

Filing Exempt - To change the filing status to exempt, complete the [Oklahoma Employee's Withholding Allowance Certificate form](#). This form is on the OPSU HR Website under Additional HR Forms.

Print, sign and e-mail (encrypted) the completed form to OPSU HR Director (opsuhr@opsu.edu) or deliver/mail the form to OPSU Human Resource Office PO BOX 430 Goodwell, OK 73939.

State Tax Withholding Forms – Job Location outside of Oklahoma

If you work and live outside of Oklahoma (wages are earned outside Oklahoma), complete withholding forms required by the job location state. The [OPSU Out of State Job Location State Tax Withholding List](#) can be useful in linking to the state withholding form or site. This list is on the OPSU HR Website under Additional Forms.

If your state does not assess taxes on wages, complete the [OPSU Out of State Job Location Non-Assessment State Form](#). This list is on the OPSU HR Website under Additional Forms.

Print, sign and e-mail (Social Security Number is not on this form so it does not need to be sent encrypted) the completed form to OPSU HR Director at opsuhr@opsu.edu.

Nonresident Non-Citizens Federal & State Withholding Forms

All Nonresident Aliens must make an appointment with the Human Resources Office on the OPSU campus to complete your withholding and Work Permit forms.

I-9 Truescreen

All new hires will be required to complete the Employment Eligibility Verification USCIS Form I-9, which will be emailed to the candidate from Application Station. This provides a secure and protected digital experience to submit the required information. After the I-9 is filled out and completed, OPSU HR will be required to review your valid unexpired forms of ID to complete the E-Verify.

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.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR		AND
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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 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	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 OHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form 1-551)		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary 1-551 stamp or temporary 1-551 printed notation on a machine-readable immigrant visa		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form 1-766)		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form 1-94 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. Citizen ID Card (Form 1-197)
		6. Identification Card for Use of Resident Citizen in the United States (Form 1-179)
		7. Employment authorization document issued by the Department of Homeland Security
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form 1-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		

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

Refer to the instructions for more information about acceptable receipts.