

## ADJUNCT PAYROLL ACTION FORM

Are you receiving Utah Retirement System Benefits?  No  Yes – If yes, list retirement date: \_\_\_\_\_

(Must be turned in to the HR Office by the 15<sup>th</sup> of the month to guarantee process with that month's payroll.)

**ADJUNCT AND SUPERVISOR ARE RESPONSIBLE FOR READING THIS BEFORE SIGNING:**

- If you are a student, you cannot be an Adjunct employee.
- Adjunct (Instructors) employees are those who work less than 75% time or in a position considered temporary or expected to be a short duration and are at-will employees.
- Adjunct (Instructors) employees may be suspended, terminated or released from employment at any time.
- Adjunct (Instructors) employees do not have the grievance process available to them regarding lawful termination.

Employee's Signature

Date

E m p l o y e e	Name:		Badger ID#:		0	0						
	Address:		City		State		Zip					
	Email Address:											
	Phone:			Gender: F M		Birthdate:						
	<b>FILL OUT W-4 INFORMATION ON THE BACK OF THIS FORM. If it is not on the back of this form, please fill out a W-4 available in the Human Resource Office or online. If you do not fill out the W-4 form it goes in as SINGLE with ZERO EXEMPTIONS. This form is for both Federal and State taxes.</b>											
	List any relatives who work at Snow College and their relationship to you:											
	<b>OPTIONAL Ethnic Choice, Veteran Choice and Citizenship:</b> <i>Circle the one that applies to you:</i> <b>ETHNIC CHOICE:</b> Asian; Black Non-Hispanic; Hispanic; American Indian/Alaskan Native; Native Hawaii/Pacific Island; Unspecified; White Non-Hispanic <b>VETERAN CHOICE:</b> Protected Veteran Only; Vietnam Veteran Only; Both Vietnam/Other Protected; Not Applicable <b>CITIZENSHIP:</b> US Citizen; Non-Resident Alien; Resident Alien/Non-Citizen											

S u p e r v i s o r	Department Account Number:		<b>MUST HAVE CHE/CREDIT:</b>									
	Courses being taught:											
	Actual Start Date:											
	End Date:		# of WEEKS: Check one		8	<input type="checkbox"/>	15	<input type="checkbox"/>	Other _____			
	Time Card Hourly Rate of Pay: <b>\$25.40 (\$800 a credit/che)</b>											
	Will this Adjunct employee need a Snow College email address?											

VP Signature	Date	Office Use Only: Date Entered in Computer _____ by _____									
Supervisor's Signature	Date	Position#: _____ ID#: _____									
Supervisor's printed name		ORGN _____ ACCT _____									
Name of Web Time Entry Approver (If different from supervisor). Please Print		ORGN Code of Approver _____									

## Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**  
▶ **Give Form W-4 to your employer.**  
▶ **Your withholding is subject to review by the IRS.**

# 2021

<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> <b>Single</b> or <b>Married filing separately</b> <input type="checkbox"/> <b>Married filing jointly</b> or <b>Qualifying widow(er)</b> <input type="checkbox"/> <b>Head of household</b> (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶

**TIP:** To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

<b>Step 3:</b> <b>Claim Dependents</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):  Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____  Multiply the number of other dependents by \$500 . . . . . ▶ \$ _____  Add the amounts above and enter the total here . . . . . <b>3</b> \$ _____		
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	<b>4(a)</b>	\$ _____
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	<b>4(b)</b>	\$ _____
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b>	\$ _____

<b>Step 5:</b> <b>Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ _____ ▶		▶ _____ ▶
	<b>Employee's signature</b> (This form is not valid unless you sign it.)		<b>Date</b>

<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)
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