

HOURLY/PART-TIME 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 15th of the month to guarantee process with that month's payroll.)

If an employee (student) is not taking classes during the summer, they are not a "student".

**HOURLY/PART-TIME EMPLOYEES
READ CAREFULLY BEFORE SIGNING BELOW:**

It is your responsibility to let your supervisor know if you have more than one job on campus. This can affect how many hours you can work on campus.

Hourly and part-time are staff employees who work less than 75% time for the college. Hourly/part-time employees are considered at-will and may be released from employment at any time.

Hourly/part-time employees do not have the grievance process available to them regarding lawful termination.

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Employee's Signature: Date

E m p l o y e e	Name:		Badger ID#:		0	0								
	Permanent Home Address - <input type="checkbox"/> - Check if new address													
	Street or PO Box				City				State				Zip	
	Email Address:													
	Phone:				Gender: F M				Birthdate:					
	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.													
	List any relatives who work at Snow College and their relationship to you:													
	OPTIONAL Ethnic Choice, Veteran Choice and Citizenship: <i>Circle the one that applies to you:</i>													
	ETHNIC CHOICE: Asian; Black Non-Hispanic; Hispanic; American Indian/Alaskan Native; Native Hawaii/Pacific Island; Unspecified; White Non-Hispanic													
	VETERAN CHOICE: Protected Veteran Only; Vietnam Veteran Only; Both Vietnam/Other Protected; Not Applicable													
CITIZENSHIP: US Citizen; Non-Resident Alien; Resident Alien/Non-Citizen														

S u p e r v i s o r	Account Number:												
	Job Title:												
	Actual Start Date or Change Date:						End Date:						
	Time Card Hourly Rate of Pay:												
	Will this Permanent Hourly/Part-time employee need a Snow College email?												

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

Employee's Withholding Certificate

2021

▶ **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.**

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

Step 3: Claim Dependents	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	3	\$ _____
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). 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	4(a)	\$ _____
	(b) Deductions. 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	4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ _____

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

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