Northwestern | NORRIS UNIVERSITY CENTER

2018-19 Norris Student Employee Policies

Introduction

- These employment policies exist to set clear expectations for staff and supervisors working for Norris University Center. Each staff member is expected to read these polices and sign the acknowledgement form. Violations of these policies may lead to disciplinary action.
- The polices detailed in this document are Norris wide and apply to all Norris student employees. Consult with your supervisor for area specific policies and procedures.
- These policies will be reviewed and updated periodically.

Conduct

- As a student staff member, you represent Norris and Northwestern University. Professional behavior is expected at all times.
    - All members of the Northwestern Community, including students, staff, faculty, clients, and guests will be treated with respect, dignity, and a pleasant, friendly attitude.
    - If you have an issue with a co-worker, address the issue with your supervisor or at a staff meeting. Disagreements should never happen in front of clients or guests.
    - If you encounter a difficult situation with a client or guest, remain polite. Involve a supervisor, CM, or professional staff member to help resolve the situation.
    - Yelling or foul language of any kind will not be tolerated.
- Norris student staff members are prohibited from:
    - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
    - Being under the influence of alcohol or an illegal drug during any work shift.
    - Possessing or consuming alcohol or illegal drugs during any work shift.
- Whenever possible, plan your meals around your work schedule. Do not eat while you are posted at a public location such as one of the SOFO windows or a reception desk. Consult with your supervisor about if, where, and when eating is acceptable during a shift.

Dress Code

- Student staff members are expected to be in uniform while on shift. Uniforms consist of:
    - Norris polo shirt, any Norris t-shirt, or your own Northwestern or purple gear.
    - Khaki pants or nice jeans (no rips) are appropriate. No sweatpants or leggings (in lieu of pants) are permitted
    - Shorts and skirts can be worn, provided they extend past your fingertips when your hands are at your side.
    - No visible underwear.
    - Clothing should be clean and wrinkle-free.
    - No hats or caps can be worn while on shift.
    - Closed toed shoes required.
    - Correct name tags will be worn while on shift.
- Additional dress code requirements may be specified by your area supervisor.
- All Norris student staff members will receive two Norris shirts and a nametag
- When exceptions to this policy are necessary, requiring special attire for certain tasks or events, your supervisor will notify you on a case by case (or location by location) basis. This includes theatrical blacks, painting clothes, casual days, and formal events.
- If you have questions about appropriate dress code, consult with your supervisor.

Attendance

- Student staff members are responsible to know their work schedules and to report on time, ready to work. Training on the use of Shift Planning will be provided by your supervisor. Each area has procedures for shift trades and substitutions.

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Attendance (continued)

- Staff members are responsible to learn their area's procedures for notification when they are running late for a shift or calling in to report illness, etc.
- The time clock in Norris is located near the Center Desk, across from the freight elevator. When working within the Norris University Center, student staff members are expected to swipe in with their Wildcard directly before their shifts begin, and report immediately to their work site. At the end of a shift, proceed immediately to the time clock to swipe out.
- If your department is located outside of the main building, or if you are working a shift offsite, you must manually enter your beginning and end times directly into the Kronos Website. If this applies to you, please check with your supervisor for further instruction.
- Consult with your supervisors for "Missed Punch" procedures for your area.
- Student staff members are responsible for reporting their work hours (via swiping in/out or Kronos entry) and for verifying that their timecards are accurate and complete.
- Tardiness and missed shifts may lead to disciplinary action.

Norris Property and Security

- Staff members may be issued Norris property (radios, keys, electronic equipment) in order to perform their duties. Adhere to your area's procedures for checking Norris property in and out.
- You are responsible for Norris property while it is in your position and can be held liable for misuse, damage, and loss of property.
- Norris property is only intended for use in accordance with your area's procedures and guidelines. Do not use Norris property for personal purposes.
- Report damage to or loss of Norris property to your supervisor immediately.
- If issued keys or provided Wildcard access to card reading door locks in support of your duties, please ensure that secure areas are relocked after accessing them. Never open doors for anyone you don't know, or who doesn't have a legitimate reason to be there.

Personal Device Use

- Student staff members working in public areas (Center Desk, Box Office/Cashier's Office windows, Reception desks, etc.) or interacting with clients will refrain from using personal phones/tablets/laptops and not will wear headphones or earbuds.
- There may be downtime when device and headphone use is appropriate (for example: ops or tech staff standing by in the Hallow, PSV Astronauts supervising a simple meeting or reception once the setup is complete and the event underway). Consult with your supervisors for specifics about device use.
- At no point during any shift should a student staff member wear more than one earbud at a time. It is always necessary to be able to hear a radio call or a client request for assistance.
- Norris is not responsible for lost, stolen, or damaged personal devices that you bring to work.

Communication

- Norris student staff members are the face of Norris. Greet our guests with a polite, friendly attitude. Smile. Yelling or foul language of any kind is not acceptable.
- If addressing a client or guest question, request, or issue: listen actively, get and provide detailed information. If you need to consult with a supervisor on the issue, communicate with the guest that you are communicating the issue and when and how you will get back to them.
- If your job requires the use of a 2-way Radio, pick up the radio from the area designated by your Manager at the beginning of your shift, and return it at the end of your shift. Radios are for work related conversations only. Conversations should be kept brief and professional. Please wait until previous conversations have ended before attempting to speak. Please utilize the following format when communicating on the radio:
    - (Your Name or Department) to (Name or Department you need to contact).
    - Go For (Your Name or Department)
    - (Brief Message/Description/Question)
    - (Brief Reply, etc..

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Safety

- Learn and adhere to safe work practices, including:
  - Never use equipment that you have not been trained to use.
  - Lift with your legs, not your back.
  - Report dangerous conditions to the CM or a supervisor immediately.
  - Report any injury to yourself, a co-worker, or a guest to the CM or supervisor immediately.
  - Learn Norris' and your department's Emergency Procedures. Know your role and safe practices for emergency situations.

ACKNOWLEDGEMENT

I the undersigned Norris student employee have read and understand the above 2015 Norris Student Employee Policies and agree to comply with the standards and requirements contained therein, and further understand that violation of these policies may lead to disciplinary action.

_____	_____
Employee Name	NU ID Number
_____	_____
Employee Signature	Date

Division of Student Affairs Employee-Student Relationships Policy

In the Division of Student Affairs, employees recognize their unique relationships with Northwestern University students as trusted university representatives. Student Affairs employees demonstrate respect for students as individuals and avoid any exploitation, harassment, or discriminatory treatment of students. In many situations, participation in a romantic or sexual relationship with a student, even when consensual, is considered exploitative toward the student, imperils the integrity of the work and educational environment, and constitutes a prohibited conflict of interest.

Student Affairs prohibits all division employees from engaging in romantic, dating, or sexual relationships with Northwestern students whom they are currently supervising, advising, evaluating, mentoring, teaching, or counseling in the scope of their duties. For the purpose of this policy, Student Affairs employees include staff, faculty, administrators, and student employees of Student Affairs. Student employees include, but are not limited to, graduate assistants, Residential Services graduate student positions, and practicum students.

If a Student Affairs employee is found to be in a prohibited relationship under the policy, the employee will face disciplinary action in accordance with disciplinary procedures contained in the relevant handbooks, policies, procedures, practices, or contracts.

I the undersigned Student Affairs employee have read and understand the above policy and agree to comply with the standards and requirements contained therein, and further understand that violation of this policy may lead to disciplinary action as stated above.

_____ _____

Employee Name (Please print) NU ID number

_____ _____

Employee signature Date

Northwestern
HUMAN RESOURCES

Personal Data Form

Type of Request: ☐ New Hire ☐ Rehire ☐ Address Change ☐ Name Change

PERSONAL INFORMATION

Legal Name Last:	First:	Middle:	Northwestern ID Number: *(if available)*
Former Legal Name: *(if requesting a Name Change; a copy of your Social Security Card showing your updated Legal Name must be attached)*			
Birthdate: *(MM/DD/YYYY)*	I identify my gender as: ☐ Female ☐ Male	Marital Status: ☐ Single ☐ Married	National Provider Identifier/NPI: *(Feinberg faculty physicians only)*
Country of Citizenship:	Visa/Residency: ☐ F1 ☐ J1 ☐ H1 ☐ Other ☐ U.S. Permanent Resident *(not a U.S. citizen)*		Social Security Number: *(new hires only)*
In which state will you be performing work for Northwestern?	Are you interested in contributing to the Northwestern University Voluntary Savings Plan, a 403b pre-tax retirement savings plan? ☐ Yes ☐ No		

Note: New hires must complete Form I-9 online (northwestern.I9servicecenter.com) by the end of their first day of work and provide required documentation to be employed and paid. If you are not a U.S. citizen or permanent resident, contact payroll@northwestern.edu to complete information in the Foreign National Information System (FNIS).

CONTACT INFORMATION

Note: Your Form W-2 is sent to your Local Home Address; update your contact information anytime at www.northwestern.edu/myhr.

Local Home Address Is this address part of on-campus student housing? ☐ Yes ☐ No		**Secondary Mailing Address** *(optional; please enter if your Local Home Address is unknown)*	
Number & Street:	Apt #:	Number & Street:	Apt #:
City:	State:	City:	State:
ZIP/Postal Code:	Country:	ZIP/Postal Code:	Country:
Work Phone Number *(indicate main office/department number if you do not know your direct extension)*:			
Primary Home/Cell Phone Number:		Secondary Home/Cell Number: *(optional)*	
Personal Email Address: *(optional)*			

DEMOGRAPHIC DATA

Are you Hispanic or Latino? ☐ Yes ☐ No	What is your race? *(select one or more)* ☐ American Indian or Alaska Native ☐ Black or African American ☐ White ☐ Asian ☐ Native Hawaiian or Other Pacific Islander

Non-Discrimination Policies: Northwestern University is committed to providing an environment free of discrimination, harassment, and retaliation. Please visit the following websites to learn more about Northwestern's non-discrimination policies and complaint processes: www.northwestern.edu/hr/equlopp-access and www.northwestern.edu/sexual-harassment.

SIGNATURE

Signature: **Date:**

FOR TEMPORARY EMPLOYEES ONLY – to be completed by the hiring department

Northwestern Student Status: ☐ Student ☐ Non-Student	Does this assignment require driving? ☐ Yes ☐ No Does this assignment require access to Northwestern Memorial Hospital records? ☐ Yes ☐ No				
Assignment Begin Date:	Assignment End Date: *(if known)*	HR Dept ID#:	Job Code:	Hourly Rate:	Time Entry: ☐ Swiper ☐ Non-Swiper
Fund:	FN Dept:	Project:	Activity:	Chartfield1:	Account:
Supervisor Name:	Supervisor ID:	Supervisor Position #:	Supervisor Phone:	Supervisor Signature:	

Administrators: For temporary employees, review the hiring checklist and submission instructions at www.northwestern.edu/hr/temphires. For all others, mail or bring the original form along with other relevant hire paperwork to HR Operations, 720 University Place, 2nd Floor, Evanston, IL 60208.

rev. 10/1/2017

PRINT SAVE CLEAR FORM

Northwestern

FEDERAL WORK-STUDY

2017-2018

Federal Work-Study Program

AUTHORIZATION FORM

Student Section

Last Name: _____

First Name: _____

Social Security Number (last 4 digits only): _____

NU ID Number: _____

E-mail: _____

Federal Work-Study Awarded

for Academic Year 2017-2018: $ _____

Supervisor Section

Name of Dept./Organization: _____

Chartstring: _____

HR Dept. ID (ends in "98"): _____

Account Code: 60122

Supervisor Name: _____

Supervisor Email: _____

Wage Rate/hour: $ _____

Northwestern University Work-Study Office
1801 Hinman Avenue, 2nd Floor
Evanston, IL 60208-1270

Work-Study Coordinator: Anne Horne (a-horne@northwestern.edu)

This form must be returned to the Work-Study Office immediately. The student and supervisor should both retain copies of this form for their records.

Student Certification

I agree to accept employment in the department named above for the wage stated. I understand that I will be expected to perform my duties in a responsible manner and to comply with the requirements of the job and the instructions from my supervisor. I further understand that my employment is contingent upon satisfactory job performance and that I may be removed from my position and from the Federal Work-Study Program if I do not meet minimum standards. I will accurately record my work hours and will maintain a record of my earnings in order not to exceed my limit.

Student Signature _____ Date _____

****

Supervisor Certification

I agree to hire the above named student for the wage stated and under the conditions described above. I will supervise the work performed and I will be responsible for approving the Work-Study employee time record for the Payroll Office. I will also be responsible for maintaining a record of student earnings and may not pay students beyond their earnings limit, which may be changed from the amount above by the Financial Aid Office. I understand that participation in the program is contingent upon satisfactory compliance with the policies and procedures outlined on the Work-Study web site. I further understand that any violation of those procedures may jeopardize this department's participation in the program.

Supervisor Signature _____ Date _____

Northwestern University and its employers agree that no student will be denied work or subjected to different treatment on the grounds of race, age, sex, color, religion, national origin, sexual orientation, marital status, age, disability or veteran status, and that it will comply with the provisions of the Civil Rights Act of 1964.

Illinois Department of Revenue

Form IL-W-4

Employee's and other Payee's Illinois Withholding Allowance Certificate and Instructions

Note: These instructions are written for employees to address withholding from wages. However, this form can also be completed and submitted to a payor if an agreement was made to voluntarily withhold Illinois Income tax from other (non-wage) Illinois income.

Who must complete Form IL-W-4?

If you are an employee, you must complete this form so your employer can withhold the correct amount of Illinois Income Tax from your pay. The amount withheld from your pay depends, in part, on the number of allowances you claim on this form.

Even if you claimed exemption from withholding on your federal Form W-4, U.S. Employee's Withholding Allowance Certificate, because you do not expect to owe any federal income tax, you may be required to have Illinois Income Tax withheld from your pay (see Publication 130, Who is Required to Withhold Illinois Income Tax). If you are claiming exempt status from Illinois withholding, you must check the exempt status box on Form IL-W-4 and sign and date the certificate. Do not complete Lines 1 through 3.

If you are a resident of Iowa, Kentucky, Michigan, or Wisconsin, or a military spouse, see Form W-5-NR, Employee's Statement of Nonresidence in Illinois, to determine if you are exempt.

Note If you do not file a completed Form IL-W-4 with your employer, if you fail to sign the form or to include all necessary information, or if you alter the form, your employer must withhold Illinois Income Tax on the entire amount of your compensation, without allowing any exemptions.

When must I submit this form?

You should complete this form and give it to your employer on or before the date you start work. You must submit Form IL-W-4 when Illinois Income Tax is required to be withheld from compensation that you receive as an employee. You may file a new Form IL-W-4 any time your withholding allowances increase. If the number of your claimed allowances decreases, you **must** file a new Form IL-W-4 within 10 days. However, the death of a spouse or a dependent does not affect your withholding allowances until the next tax year.

When does my Form IL-W-4 take effect?

If you do not already have a Form IL-W-4 on file with your employer, this form will be effective for the first payment of compensation made to you after this form is filed. If you already have a Form IL-W-4 on file with this employer, your employer may allow any change you file on this form to become effective immediately, but is not required by law to change your withholding until the first payment of compensation is made to you after the first day of the next calendar quarter (that is, January 1, April 1, July 1, or October 1) that falls at least 30 days after the date you file the change with your employer.

Example: If you have a baby and file a new Form IL-W-4 with your employer to claim an additional allowance for the baby, your employer may immediately change the withholding for all future payments of compensation. However, if you file the new form on September 1, your employer does not have to change your withholding until the first payment of compensation is made to you after October 1. If you file the new form on September 2, your employer does not have to change your withholding until the first payment of compensation made to you after December 31.

How long is Form IL-W-4 valid?

Your Form IL-W-4 remains valid until a new form you have submitted takes effect or until your employer is required by the Department to disregard it. Your employer is required to disregard your Form IL-W-4 if

- you claim total exemption from Illinois Income Tax withholding, but you have not filed a federal Form W-4 claiming total exemption, or
- the Internal Revenue Service (IRS) has instructed your employer to disregard your federal Form W-4.

What is an "exemption"?

An "exemption" is a dollar amount on which you do not have to pay Illinois Income Tax that you may claim on your Illinois Income tax return.

What is an "allowance"?

The dollar amount that is exempt from Illinois Income Tax is based on the number of allowances you claim on this form. As an employee, you receive one allowance unless you are claimed as a dependent on another person's tax return (*e.g.,* your parents claim you as a dependent on their tax return). If you are married, you may claim additional allowances for your spouse and any dependents that you are entitled to claim for federal income tax purposes. You also will receive additional allowances if you or your spouse are age 65 or older, or if you or your spouse are legally blind.

Note: For tax years beginning on or after January 1, 2017, the personal exemption allowance, and additional allowances if you or your spouse are age 65 or older, or if you or your spouse are legally blind, may **not** be claimed on your Form IL-1040 if your adjusted gross income for the taxable year exceeds $500,000 for returns with a federal filing status of married filing jointly, or $250,000 for all other returns. You may complete a new Form IL-W-4 to update your exemption amounts and increase your Illinois withholding.

How do I figure the correct number of allowances?

Complete the worksheet on the back of this page to figure the correct number of allowances you are entitled to claim. Give your completed Form IL-W-4 to your employer. Keep the worksheet for your records.

Note If you have more than one job or your spouse works, your withholding usually will be more accurate if you claim all of your allowances on the Form IL-W-4 for the highest-paying job and claim zero on all of your other IL-W-4 forms.

How do I avoid underpaying my tax and owing a penalty?

You can avoid underpayment by reducing the number of allowances or requesting that your employer withhold an additional amount from your pay. Even if your withholding covers the tax you owe on your wages, if you have non-wage income that is taxable, such as interest on a bank account or dividends on an investment, you may have additional tax liability. If you owe more than $500 tax at the end of the year, you may owe a late-payment penalty or will be required to make estimated tax payments. For additional information on penalties see Publication 103, Uniform Penalties and Interest. Visit our website at **tax.illinois.gov** to obtain a copy.

Where do I get help?

- Visit our website at **tax.illinois.gov**
- Call our Taxpayer Assistance Division at **1 800 732-8866** or **217 782-3336**
- Call our TDD (telecommunications device for the deaf) at **1 800 544-5304**
- Write to
  ILLINOIS DEPARTMENT OF REVENUE
  PO BOX 19044
  SPRINGFIELD IL 62794-9044

Use your mouse or Tab key to move through the fields. Use your mouse or space bar to enable check boxes.

Illinois Withholding Allowance Worksheet

General Information

Use this worksheet as a guide to figure your total withholding allowances you may enter on your Form IL-W-4.

Complete Step 1.

Complete Step 2 if

- you (or your spouse) are age 65 or older or legally blind, or
- you wrote an amount on Line 4 of the Deductions and Adjustments Worksheet for federal Form W-4.

If you have more than one job or your spouse works, your withholding usually will be more accurate if you claim all of your allowances on the Form IL-W-4 for the highest-paying job and claim zero on all of your other IL-W-4 forms.

You may reduce the number of allowances or request that your employer withhold an additional amount from your pay, which may help avoid having too little tax withheld.

Step 1: Figure your basic personal allowances (including allowances for dependents)

Check all that apply:

☐ No one else can claim me as a dependent.

☐ I can claim my spouse as a dependent.

1 Enter the total number of boxes you checked. **1** _____

2 Enter the number of dependents (other than you or your spouse) you will claim on your tax return. **2** _____

3 Add Lines 1 and 2. Enter the result. This is the total number of basic personal allowances to which you are **entitled**. You are not required to claim these allowances. The number of basic personal allowances that you choose to claim will determine how much money is withheld from your pay. See Line 4 for more information. **3** _____

4 Enter the total number of basic personal allowances you choose to claim on this line and Line 1 of Form IL-W-4 below. This number may not exceed the amount on Line 3 above, however you can claim as few as zero. Entering lower numbers here will result in more money being withheld(deducted) from your pay. **4** _____

Step 2: Figure your additional allowances

Check all that apply:

☐ I am 65 or older. ☐ I am legally blind.

☐ My spouse is 65 or older. ☐ My spouse is legally blind.

5 Enter the total number of boxes you checked. **5** _____

6 Enter any amount that you reported on Line 4 of the Deductions and Adjustments Worksheet for federal Form W-4 plus any additional Illinois subtractions or deductions. **6** _____

7 Divide Line 6 by 1,000. Round to the nearest whole number. Enter the result on Line 7. **7** _____

8 Add Lines 5 and 7. Enter the result. This is the total number of additional allowances to which you are **entitled**. You are not required to claim these allowances. The number of additional allowances that you choose to claim will determine how much money is withheld from your pay. **8** _____

9 Enter the total number of additional allowances you elect to claim on Line 2 of Form IL-W-4, below. This number may not exceed the amount on Line 8 above, however you can claim as few as zero. Entering lower numbers here will result in more money being withheld(deducted) from your pay. **9** _____

IMPORTANT: If you want to have additional amounts withheld from your pay, you may enter a dollar amount on Line 3 of Form IL-W-4 below. This amount will be deducted from your pay in addition to the amounts that are withheld as a result of the allowances you have claimed.

✂ — — — — — — — — Cut here and give the certificate to your employer. Keep the top portion for your records. — — — — — — — — ✂

Illinois Department of Revenue

IL-W-4 Employee's Illinois Withholding Allowance Certificate

____ ____ ____ - ____ ____ - ____ ____ ____ ____

Social Security number

Name

Street address

City State ZIP

Check the box if you are exempt from federal and Illinois Income Tax withholding and sign and date the certificate. ☐

1 Enter the total number of basic allowances that you are claiming (Step 1, Line 4, of the worksheet). **1** _____

2 Enter the total number of additional allowances that you are claiming (Step 2, Line 9, of the worksheet). **2** _____

3 Enter the additional amount you want withheld (deducted) from each pay. **3** _____

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

Your signature Date

Employer: Keep this certificate with your records. If you have referred the employee's federal certificate to the IRS and the IRS has notified you to disregard it, you may also be required to disregard this certificate. Even if you are not required to refer the employee's federal certificate to the IRS, you still may be required to refer this certificate to the Illinois Department of Revenue for inspection. See Illinois Income Tax Regulations 86 Ill. Adm. Code 100.7110.

This form is authorized under the Illinois Income Tax Act. Disclosure of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty.

IL-W-4 (R-08/17)

Reset Print

Form W-4 (2018)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to *www.irs.gov/FormW4*.

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. You may claim exemption from withholding for 2018 if **both** of the following apply.

- For 2017 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2018 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at ***www.irs.gov/W4App*** to determine your tax withholding more accurately. Consider using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at *www.irs.gov/W4App* to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at *www.irs.gov/W4App* to find out if you should adjust your withholding on Form W-4 or W-4P.

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

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. ***Head of household please note:*** Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

Line F. Credit for other dependents. When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

▸ **Whether you're 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.**

OMB No. 1545-0074
2018

1 Your first name and middle initial	Last name	**2 Your social security number**
Home address (number and street or rural route)	**3** ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate. **Note:** If married filing separately, check "Married, but withhold at higher Single rate."	
City or town, state, and ZIP code	**4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card.** ▸ ☐	

5	Total number of allowances you're claiming (from the applicable worksheet on the following pages) . . .	**5**	
6	Additional amount, if any, you want withheld from each paycheck	**6**	$
7	I claim exemption from withholding for 2018, 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 . . . . . ▸	**7**	

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
(This form is not valid unless you sign it.) ▸ **Date** ▸

8 Employer's name and address (**Employer:** Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)	**9** First date of employment	**10** Employer identification number (EIN)

your wages and other income, including income earned by a spouse, during the year.

Line G. Other credits. You might be able to reduce the tax withheld from your paycheck if you expect to claim other tax credits, such as the earned income tax credit and tax credits for education and child care expenses. If you do so, your paycheck will be larger but the amount of any refund that you receive when you file your tax return will be smaller. Follow the instructions for Worksheet 1-6 in Pub. 505 if you want to reduce your withholding to take these credits into account.

Deductions, Adjustments, and Additional Income Worksheet

Complete this worksheet to determine if you're able to reduce the tax withheld from your paycheck to account for your itemized deductions and other adjustments to income such as IRA contributions. If you do so, your refund at the end of the year will be smaller, but your paycheck will be larger. You're not required to complete this worksheet or reduce your withholding if you don't wish to do so.

You can also use this worksheet to figure out how much to increase the tax withheld from your paycheck if you have a large amount of nonwage income, such as interest or dividends.

Another option is to take these items into account and make your withholding more accurate by using the calculator at *www.irs.gov/W4App*. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Two-Earners/Multiple Jobs Worksheet

Complete this worksheet if you have more than one job at a time or are married filing jointly and have a working spouse. If you don't complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and might be subject to a penalty.

Figure the total number of allowances you're entitled to claim and any additional amount of tax to withhold on all jobs using worksheets from only one Form W-4. Claim all allowances on the W-4 that you or your spouse file for the highest paying job in your family and claim zero allowances on Forms W-4 filed for all other jobs. For example, if you earn $60,000 per year and your spouse earns $20,000, you should complete the worksheets to determine what to enter on lines 5 and 6 of your Form W-4, and your spouse should enter zero ("-0-") on lines 5 and 6 of his or her Form W-4. See Pub. 505 for details.

Another option is to use the calculator at *www.irs.gov/W4App* to make your withholding more accurate.

Tip: If you have a working spouse and your incomes are similar, you can check the "Married, but withhold at higher Single rate" box instead of using this worksheet. If you choose this option, then each spouse should fill out the Personal Allowances Worksheet and check the "Married, but withhold at higher Single rate" box on Form W-4, but only one spouse should claim any allowances for credits or fill out the Deductions, Adjustments, and Additional Income Worksheet.

Instructions for Employer

Employees, do not complete box 8, 9, or 10. Your employer will complete these boxes if necessary.

New hire reporting. Employers are required by law to report new employees to a designated State Directory of New Hires. Employers may use Form W-4, boxes 8, 9, and 10 to comply with the new hire reporting requirement for a newly hired employee. A newly hired employee is an employee who hasn't previously been employed by the employer, or who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. Employers should contact the appropriate State Directory of New Hires to find out how to submit a copy of the completed Form W-4. For information and links to each designated State Directory of New Hires (including for U.S. territories), go to ***www.acf.hhs.gov/programs/css/employers***.

If an employer is sending a copy of Form W-4 to a designated State Directory of New Hires to comply with the new hire reporting requirement for a newly hired employee, complete boxes 8, 9, and 10 as follows.

Box 8. Enter the employer's name and address. If the employer is sending a copy of this form to a State Directory of New Hires, enter the address where child support agencies should send income withholding orders.

Box 9. If the employer is sending a copy of this form to a State Directory of New Hires, enter the employee's first date of employment, which is the date services for payment were first performed by the employee. If the employer rehired the employee after the employee had been separated from the employer's service for at least 60 days, enter the rehire date.

Box 10. Enter the employer's employer identification number (EIN).

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself . . . . . **A** _____

B Enter "1" if you will file as married filing jointly . . . . . **B** _____

C Enter "1" if you will file as head of household . . . . . **C** _____

D Enter "1" if:
- You're single, or married filing separately, and have only one job; or
- You're married filing jointly, have only one job, and your spouse doesn't work; or
- Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less.

D _____

E **Child tax credit.** See Pub. 972, Child Tax Credit, for more information.

- If your total income will be less than $69,801 ($101,401 if married filing jointly), enter "4" for each eligible child.
- If your total income will be from $69,801 to $175,550 ($101,401 to $339,000 if married filing jointly), enter "2" for each eligible child.
- If your total income will be from $175,551 to $200,000 ($339,001 to $400,000 if married filing jointly), enter "1" for each eligible child.
- If your total income will be higher than $200,000 ($400,000 if married filing jointly), enter "-0-" . . . . . **E** _____

F **Credit for other dependents.**

- If your total income will be less than $69,801 ($101,401 if married filing jointly), enter "1" for each eligible dependent.
- If your total income will be from $69,801 to $175,550 ($101,401 to $339,000 if married filing jointly), enter "1" for every two dependents (for example, "-0-" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents).
- If your total income will be higher than $175,550 ($339,000 if married filing jointly), enter "-0-" . . . . . **F** _____

G **Other credits.** If you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here . . **G** _____

H Add lines A through G and enter the total here . . . . . ▸ **H** _____

For accuracy, **complete all worksheets that apply.**

- If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, or if you have a large amount of nonwage income and want to increase your withholding, see the **Deductions, Adjustments, and Additional Income Worksheet** below.
- If you **have more than one job at a time** or are **married filing jointly and you and your spouse both work**, and the combined earnings from all jobs exceed $52,000 ($24,000 if married filing jointly), see the **Two-Earners/Multiple Jobs Worksheet** on page 4 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 above.

Deductions, Adjustments, and Additional Income Worksheet

Note: Use this worksheet *only* if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of nonwage income.

1 Enter an estimate of your 2018 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (up to $10,000), and medical expenses in excess of 7.5% of your income. See Pub. 505 for details . . . . . **1** $ _____

2 Enter:
- $24,000 if you're married filing jointly or qualifying widow(er)
- $18,000 if you're head of household
- $12,000 if you're single or married filing separately

. . . . . **2** $ _____

3 **Subtract** line 2 from line 1. If zero or less, enter "-0-" . . . . . **3** $ _____

4 Enter an estimate of your 2018 adjustments to income and any additional standard deduction for age or blindness (see Pub. 505 for information about these items) . . . . . **4** $ _____

5 **Add** lines 3 and 4 and enter the total . . . . . **5** $ _____

6 Enter an estimate of your 2018 nonwage income (such as dividends or interest) . . . . . **6** $ _____

7 **Subtract** line 6 from line 5. If zero, enter "-0-". If less than zero, enter the amount in parentheses . . . **7** $ _____

8 **Divide** the amount on line 7 by $4,150 and enter the result here. If a negative amount, enter in parentheses. Drop any fraction . . . . . **8** _____

9 Enter the number from the **Personal Allowances Worksheet,** line H above . . . . . **9** _____

10 **Add** lines 8 and 9 and enter the total here. If zero or less, enter "-0-". If you plan to use the **Two-Earners/ Multiple Jobs Worksheet,** also enter this total on line 1, page 4. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 . . . . . **10**

Two-Earners/Multiple Jobs Worksheet

Note: Use this worksheet *only* if the instructions under line H from the **Personal Allowances Worksheet** direct you here.

1 Enter the number from the **Personal Allowances Worksheet,** line H, page 3 (or, if you used the **Deductions, Adjustments, and Additional Income Worksheet** on page 3, the number from line 10 of that worksheet) . . . . . **1** _____

2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However,** if you're married filing jointly and wages from the highest paying job are $75,000 or less and the combined wages for you and your spouse are $107,000 or less, don't enter more than "3" . . . . . **2** _____

3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet . . . . . **3** _____

Note: If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

4 Enter the number from line 2 of this worksheet . . . . . **4** _____

5 Enter the number from line 1 of this worksheet . . . . . **5** _____

6 **Subtract** line 5 from line 4 . . . . . **6** _____

7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here . . . . . **7** $ _____

8 **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed . . . **8** $ _____

9 **Divide** line 8 by the number of pay periods remaining in 2018. For example, divide by 18 if you're paid every 2 weeks and you complete this form on a date in late April when there are 18 pay periods remaining in 2018. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck . . . . . **9** $

Table 1

Married Filing Jointly

If wages from **LOWEST** paying job are—	Enter on line 2 above
$0 - $5,000	0
5,001 - 9,500	1
9,501 - 19,000	2
19,001 - 26,500	3
26,501 - 37,000	4
37,001 - 43,500	5
43,501 - 55,000	6
55,001 - 60,000	7
60,001 - 70,000	8
70,001 - 75,000	9
75,001 - 85,000	10
85,001 - 95,000	11
95,001 - 130,000	12
130,001 - 150,000	13
150,001 - 160,000	14
160,001 - 170,000	15
170,001 - 180,000	16
180,001 - 190,000	17
190,001 - 200,000	18
200,001 and over	19

All Others

If wages from **LOWEST** paying job are—	Enter on line 2 above
$0 - $7,000	0
7,001 - 12,500	1
12,501 - 24,500	2
24,501 - 31,500	3
31,501 - 39,000	4
39,001 - 55,000	5
55,001 - 70,000	6
70,001 - 85,000	7
85,001 - 90,000	8
90,001 - 100,000	9
100,001 - 105,000	10
105,001 - 115,000	11
115,001 - 120,000	12
120,001 - 130,000	13
130,001 - 145,000	14
145,001 - 155,000	15
155,001 - 185,000	16
185,001 and over	17

Table 2

Married Filing Jointly

If wages from **HIGHEST** paying job are—	Enter on line 7 above
$0 - $24,375	$420
24,376 - 82,725	500
82,726 - 170,325	910
170,326 - 320,325	1,000
320,326 - 405,325	1,330
405,326 - 605,325	1,450
605,326 and over	1,540

All Others

If wages from **HIGHEST** paying job are—	Enter on line 7 above
$0 - $7,000	$420
7,001 - 36,175	500
36,176 - 79,975	910
79,976 - 154,975	1,000
154,976 - 197,475	1,330
197,476 - 497,475	1,450
497,476 and over	1,540

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You aren't required to provide the information requested on a form that's subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

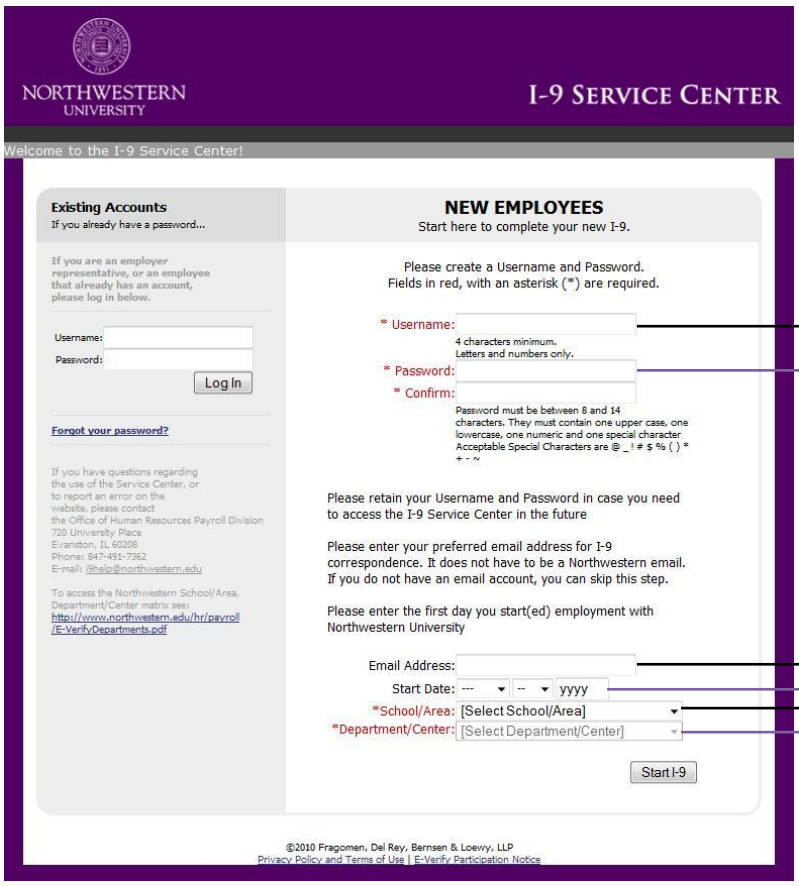
ELECTRONIC I-9 INSTRUCTIONS

The Electronic I-9 must be completed prior to any work or training at Norris, or before being hired into any position at Northwestern.

Document Requirement: As part of the I-9 process, you *must* present original copies of documents proving work eligibility (see step 3). Only certain documents are accepted, and copies/faxes/emails are not valid. Please ensure you have appropriate documents prior to completing the I-9 form. You will not be allowed to work until original documents are reviewed in person.

1. Create an I-9 Account

Go to: `https://northwestern.i9servicecenter.com`



1. Create a username. You may use your University NetID or a different name.

2. Create and confirm a password; note the restrictions. You may use your NetID password (if it conforms to the password restrictions) or a new password.

3. Enter your primary email address.

4. Enter today's date as the "Start Date," regardless of if you are beginning work today.

5. Choose "Student Affairs" as the School/Area.

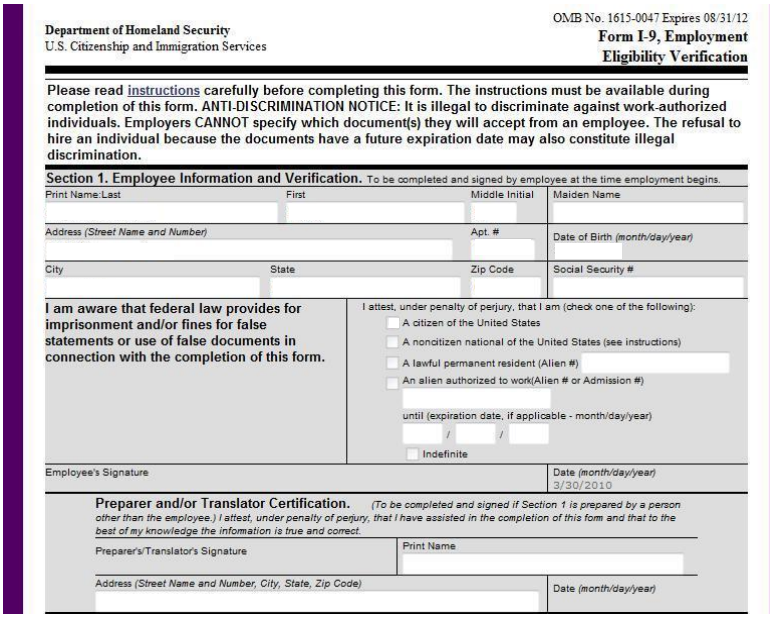
6. Select your Norris Department *(see list below)* for Department/Center.

Norris Department/Center List:

Choose the <u>number</u> in the drop-down that corresponds to your department below, even if the name is different online:

Administration – 1861	Cashier's Office – 2005	Marketing – 1876	Operations – 1869
Artica – 1863	Dittmar Gallery – 1864	Mini Courses – 1861	Satellites - 1867
Bookstore/Apple Store – 1866	Facilities – 1860	Norris Outdoors – 2021	SOFO – 2005
Box Office/Center Desk – 1847	Game Room – 1865	NU Dining – 2028	Technical Services – 2020

2. Complete Section 1 of Form I-9



Department of Homeland Security
U.S. Citizenship and Immigration Services

OMB No. 1615-0047 Expires 08/31/12
Form I-9, Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last | First | Middle Initial | Maiden Name

Address (Street Name and Number) | Apt. # | Date of Birth (month/day/year)

City | State | Zip Code | Social Security #

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):
- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #)
- An alien authorized to work (Alien # or Admission #)

until (expiration date, if applicable - month/day/year)
/ /
Indefinite

Employee's Signature | Date (month/day/year) 3/30/2010

Preparer and/or Translator Certification. *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

Preparer's/Translator's Signature | Print Name

Address (Street Name and Number, City, State, Zip Code) | Date (month/day/year)

1. Enter your Last Name, First Name, and Middle Initial *exactly as they appear on your Social Security Card or official document.*

2. Enter your permanent address, birth date, and social security number (required).

3. Complete the citizenship question.

4. Do NOT fill out the "Preparer and Translator Certification."

5. Scroll down to submit the form. Then scroll down again to electronically sign. **Make sure you sign with the exact name you used in Section 1, this time typing your first name first (do not put a period after your middle initial).** Submit your electronic signature.

3. Bring Documents to Student Employment Coordinator

Although the online form is completed, your I-9 is not finished until you bring original documents proving your work eligibility to the Norris Student Employment Coordinator. *Under federal law, copies, faxes, and emails will not be accepted;* you must have originals sent to you if you do not have them. Your documents will be returned to you immediately.

See the attached list for eligible documents – you must either have one document from "List A," or one from both "List B" and "List C." Please contact the Student Employment Coordinator if you have any questions.

Your hire is not complete, and you are not allowed to work or participate in training, until appropriate original documents are presented. Any hours logged until that point will be considered volunteer work.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
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. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
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. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigration status, as long as the 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 6. Military dependent's ID Card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document		5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197)
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		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		7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

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