

# Employee Information Form

Please **complete** this form and return it to the Payroll Office with your W-4 form, direct deposit form, and acceptable forms of identification to complete your I-9.

Date: \_\_\_\_\_

**Please Print:**

Name: \_\_\_\_\_  
Last First Middle

**Home Address:** \_\_\_\_\_  
Street/Po Box City State Zip Code

Country: \_\_\_\_\_ Phone Number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_\_

Email address (**required** – please print) \_\_\_\_\_

Social Security Number \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_

Citizenship (List both if you have dual citizenship) : \_\_\_\_\_

Are you at least 18 years of age? Yes No Date of Birth: \_\_\_\_\_

**Please be advised that if you are under the age of 18 and not a registered Houghton University student, you will need to provide valid working papers from your school before being able to work.**

Do You Attend Houghton University: Yes No Campus Wide ID # \_\_\_\_\_

If YES what year of university are you in? Freshman Sophomore Junior Senior Graduate

If not a Houghton University Student, please indicate which category you fit in:

\_\_\_\_\_ High school student Where? \_\_\_\_\_ Grad. Year? \_\_\_\_\_

If you just graduated HS this year, are you attending Houghton in the fall? Yes No

\_\_\_\_\_ College student at another college Where? \_\_\_\_\_

\_\_\_\_\_ Neither high school or college student

**Pay statements will be available online. You will receive an email notification to the email address you provided above when you have a new pay statement available. If you require a printed copy, you may come to the payroll office and print a copy using the computer/printer provided.**

**If you choose not to participate in direct deposit, your check will be mailed to your home address provided above. It is your responsibility to notify payroll immediately of any address changes.**

**NOTE:** Our preferred form of payment is by direct deposit to your bank account. You *may* be paid in the form of a live check, however, please be advised that if your check is misplaced, there is a mandatory 3 week waiting period from the date of the check before it can be reissued.

Overtime (which is any work over 40 hours per week) will be paid at 1&1/2 times the hourly rate. Work weeks run from Saturday through Friday. Paydays are every other Friday. You can find a complete pay schedule at <https://www.houghton.edu/studentpayschedule>

## Notice of Paid Family Leave Payroll Deduction

New York State Department of Labor recently finalized the regulations accompanying the New York Paid Family Leave Benefits Law (“PFL Law”). As of January 1, 2018, the PFL Law will provide wage replacement and job protection to employees who need time off to bond with a new child, care for a family member with a serious health condition, or assist when a qualifying family member has been called to active military duty.

Houghton University collects the cost of Paid Family Leave through payroll deductions. The 2024 payroll contribution is 0.373% of your weekly wage and is capped at an annual maximum of \$333.24.

You can opt out of Paid Family Leave if you do not expect to work for your employer for the minimum amount of time required for eligibility. If you meet these criteria and wish to opt out, you can do so by completing a Paid Family Leave Waiver. A waiver of family leave benefits may be filed when:

- Your schedule is 20 hours or more per week, but you will not work 26 consecutive weeks; or
- Your schedule is less than 20 hours per week and you will not work 175 days in a 52 consecutive week period.

The Human Resources office will keep completed waivers on file. Your waiver will be automatically revoked if your schedule changes, or you may voluntarily revoke it at any time. If you opt-out and later become eligible, deductions will be collected retroactively to the date the waiver was signed.

If you prefer to opt-out of the Paid Family Leave deduction, please find the PFL Waiver under “Other Forms” on the Student Payroll website below. Bring the completed form to the Human Resources office in the Luckey Building.

<http://www.houghton.edu/studentpayroll>