

Directions for filling out Sign-in Paper-work

- a) **Personal Data Sheet** – Complete the entire form (**Note:** the address listed will be where your first paycheck is mailed if direct deposit is not yet established)
- b) **W-4** - Complete last section only under heading, ‘**Employee’s Withholding Allowance Certificate.**’
- c) **Public Records Policy** – Read, check appropriate box, sign & date
- d) **Security & Confidentiality** – Read, print name, sign & date
- e) **Right of Privacy Policy** – Read carefully, complete (do not fill out the section for NWRDC logon), sign & date
- f) **Direct Deposit Auth.** – Complete SSN and Employee ID (Z#) boxes along with first and last name. Enter banking information under ‘**Primary Account**’ and check the ‘Start’ box. Provide a **VOIDED** check if at all possible.
- g) **FRS Certification form** – Complete the top section of the form. If you have never been a member of a Florida retirement plan, complete section I. If you have previously been a member of a Florida retirement plan, complete section II, III or IV.
- h) **Bring completed forms to the Student Employment office (Bldg. 10, Room 102) along with valid employment eligibility and identity documents and the on-line Orientation Confirmation Page.**