Due to the immigration law implemented by the federal government, any student working on campus must show proof of citizenship, and complete a Federal I-9 form. You must also complete the following withholding exemption certificates, a Federal form W-4 and a MI-W4 form. If you live in Ohio, Indiana, Illinois, Kentucky, Minnesota or Wisconsin you will sign a certificate of non-residency and no state tax will be deducted. These forms need to be completed before being employed and a "blue card" will be issued.

To obtain this blue card you will need to come to the Payroll Office and provide the **ORIGINAL** documents from the list of acceptable documents attached. All documents must be unexpired. You can provide one document from List A, **OR** one document from List B **AND** List C. Please reference the attached list. You will need to show this blue card to your employer before starting your College Student employment.

A paycheck **WILL NOT** be issued for a student unless this procedure is done prior to starting your job on campus.

If you were employed on campus last year and have a blue card, it is not necessary to get another one. The following is a list of payroll periods, when time sheets are due and payroll date.

Adrian College ACADEMIC YEAR 2013-2014 Schedule of
STUDENT PAYROLL DATES

PAYROLL BEGIN	PAYROLL END	TIME SHEET DUE	PAYROLL DATE
8/18/2013	08/31/2013	**9/2/2013**	9/12/2013
9/1/2013	9/14/2013	**9/16/2013**	9/26/2013
9/15/2013	9/28/2013	**9/30/2013**	10/10/2013
9/29/2013	10/12/2013	**10/14/2013**	10/24/2013
10/13/2013	10/26/2013	**10/28/2013**	11/7/2013
10/27/2013	11/9/2013	**11/11/2013**	11/21/2013
11/10/2013	11/23/2013	**11/25/2013**	12/5/2013
11/24/2013	12/7/2013	**12/9/2013**	12/19/2013
12/8/2013	12/21/2013	**12/23/2013**	1/2/2014
12/22/2013	1/4/2014	**1/6/2014**	1/16/2014
1/5/2014	1/18/2014	**1/20/2014**	1/30/2014
1/19/2014	2/1/2014	**2/3/2014**	2/13/2014
2/2/2014	2/15/2014	**2/17/2014**	2/27/2014
2/16/2014	3/1/2014	**3/3/2014**	3/13/2014
3/2/2014	3/15/2014	**3/17/2014**	3/27/2014
3/16/2014	3/29/2014	**3/31/2014**	4/10/2014
3/30/2014	4/12/2014	**4/14/2014**	4/24/2014
4/13/2014	4/26/2014	**4/29/2014**	5/8/2014