

## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

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
<div>1. U.S. Passport or U.S. Passport Card</div> <div>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</div> <div>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</div> <div>4. Employment Authorization Document that contains a photograph (Form I-766)</div> <div>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:<div>a. Foreign passport; and</div><div>b. Form I-94 or Form I-94A that has the following:<div>(1) The same name as the passport; and</div><div>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</div></div></div> <div>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</div>		<div>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</div> <div>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</div> <div>3. School ID card with a photograph</div> <div>4. Voter's registration card</div> <div>5. U.S. Military card or draft record</div> <div>6. Military dependent's ID card</div> <div>7. U.S. Coast Guard Merchant Mariner Card</div> <div>8. Native American tribal document</div> <div>9. Driver's license issued by a Canadian government authority</div> <div>For persons under age 18 who are unable to present a document listed above:</div> <div>10. School record or report card</div> <div>11. Clinic, doctor, or hospital record</div> <div>12. Day-care or nursery school record</div>		<div>1. A Social Security Account Number card, unless the card includes one of the following restrictions:<div>(1) NOT VALID FOR EMPLOYMENT</div><div>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</div><div>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</div></div> <div>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</div> <div>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</div> <div>4. Native American tribal document</div> <div>5. U.S. Citizen ID Card (Form I-197)</div> <div>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</div> <div>7. Employment authorization document issued by the Department of Homeland Security<div>For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</div><div>The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4.</b> document, not a List C document.</div></div>
<div>Acceptable Receipts</div> <div>May be presented in lieu of a document listed above for a temporary period.</div> <div>For receipt validity dates, see the M-274.</div>				
<div>• Receipt for a replacement of a lost, stolen, or damaged List A document.</div> <div>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</div> <div>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</div>	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.		Receipt for a replacement of a lost, stolen, or damaged List C document.

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

**Employee's Withholding Certificate**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.

OMB No. 1545-0074

**2024**

<b>Step 1:</b> <b>Enter</b> <b>Personal</b> <b>Information</b>	(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 <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <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, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

**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](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate . . . . . ☐

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.)

<b>Step 3:</b> <b>Claim</b> <b>Dependent</b> <b>and Other</b> <b>Credits</b>	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 for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . .	<b>3</b>	\$ _____
<b>Step 4</b> <b>(optional):</b> <b>Other</b> <b>Adjustments</b>	(a) <b>Other income (not from jobs).</b> 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 . . . . .	<b>4(a)</b>	\$ _____
	(b) <b>Deductions.</b> 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 . . . . .	<b>4(b)</b>	\$ _____
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b>	\$ _____

**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  
employmentEmployer identification  
number (EIN)

The College of Idaho, 2112 Cleveland Blvd, Caldwell ID 83605

82-0200906

## General Instructions

Section references are to the Internal Revenue Code.

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

**Exemption from withholding.** You may claim exemption from withholding for 2024 if you meet both of the following conditions: you had no federal income tax liability in 2023 and you expect to have no federal income tax liability in 2024. You had no federal income tax liability in 2023 if (1) your total tax on line 24 on your 2023 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2024 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2025.

**Your privacy.** Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Expect to work only part of the year;
2. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
3. Prefer the most accurate withholding for multiple job situations.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure the amount to have withheld.

**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

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2024 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.



**Step 2(b)—Multiple Jobs Worksheet** (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

**Note:** If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

- 1 Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 . . . . . **1** \$ \_\_\_\_\_
- 2 Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
  - a** Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a . . . . . **2a** \$ \_\_\_\_\_
  - b** Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b . . . . . **2b** \$ \_\_\_\_\_
  - c** Add the amounts from lines 2a and 2b and enter the result on line 2c . . . . . **2c** \$ \_\_\_\_\_
- 3** Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. . . . . **3** \_\_\_\_\_
- 4** **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) . . . . . **4** \$ \_\_\_\_\_

**Step 4(b)—Deductions Worksheet** (Keep for your records.)

- 1** Enter an estimate of your 2024 itemized deductions (from Schedule A (Form 1040)). Such deductions may 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 . . . . . **1** \$ \_\_\_\_\_
- 2** Enter:  $\left\{ \begin{array}{l} \bullet \$29,200 \text{ if you're married filing jointly or a qualifying surviving spouse} \\ \bullet \$21,900 \text{ if you're head of household} \\ \bullet \$14,600 \text{ if you're single or married filing separately} \end{array} \right\}$  . . . . . **2** \$ \_\_\_\_\_
- 3** If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" . . . . . **3** \$ \_\_\_\_\_
- 4** Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information . . . . . **4** \$ \_\_\_\_\_
- 5** **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 . . . . . **5** \$ \_\_\_\_\_

**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 with no other entries on the form; 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 territories 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 are not required to provide the information requested on a form that is 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.

**Married Filing Jointly or Qualifying Surviving Spouse**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$0	\$780	\$850	\$940	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,370
\$10,000 - 19,999	0	780	1,780	1,940	2,140	2,220	2,220	2,220	2,220	2,220	2,570	3,570
\$20,000 - 29,999	780	1,780	2,870	3,140	3,340	3,420	3,420	3,420	3,420	3,770	4,770	5,770
\$30,000 - 39,999	850	1,940	3,140	3,410	3,610	3,690	3,690	3,690	4,040	5,040	6,040	7,040
\$40,000 - 49,999	940	2,140	3,340	3,610	3,810	3,890	3,890	4,240	5,240	6,240	7,240	8,240
\$50,000 - 59,999	1,020	2,220	3,420	3,690	3,890	3,970	4,320	5,320	6,320	7,320	8,320	9,320
\$60,000 - 69,999	1,020	2,220	3,420	3,690	3,890	4,320	5,320	6,320	7,320	8,320	9,320	10,320
\$70,000 - 79,999	1,020	2,220	3,420	3,690	4,240	5,320	6,320	7,320	8,320	9,320	10,320	11,320
\$80,000 - 99,999	1,020	2,220	3,620	4,890	6,090	7,170	8,170	9,170	10,170	11,170	12,170	13,170
\$100,000 - 149,999	1,870	4,070	6,270	7,540	8,740	9,820	10,820	11,820	12,830	14,030	15,230	16,430
\$150,000 - 239,999	1,960	4,360	6,760	8,230	9,630	10,910	12,110	13,310	14,510	15,710	16,910	18,110
\$240,000 - 259,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,190
\$260,000 - 279,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,190
\$280,000 - 299,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,380
\$300,000 - 319,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,980	17,980	19,980
\$320,000 - 364,999	2,040	4,440	6,840	8,310	9,710	11,280	13,280	15,280	17,280	19,280	21,280	23,280
\$365,000 - 524,999	2,720	6,010	9,510	12,080	14,580	16,950	19,250	21,550	23,850	26,150	28,450	30,750
\$525,000 and over	3,140	6,840	10,540	13,310	16,010	18,590	21,090	23,590	26,090	28,590	31,090	33,590

**Single or Married Filing Separately**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$240	\$870	\$1,020	\$1,020	\$1,020	\$1,540	\$1,870	\$1,870	\$1,870	\$1,870	\$1,910	\$2,040
\$10,000 - 19,999	870	1,680	1,830	1,830	2,350	3,350	3,680	3,680	3,680	3,720	3,920	4,050
\$20,000 - 29,999	1,020	1,830	1,980	2,510	3,510	4,510	4,830	4,830	4,870	5,070	5,270	5,400
\$30,000 - 39,999	1,020	1,830	2,510	3,510	4,510	5,510	5,830	5,870	6,070	6,270	6,470	6,600
\$40,000 - 59,999	1,390	3,200	4,360	5,360	6,360	7,370	7,890	8,090	8,290	8,490	8,690	8,820
\$60,000 - 79,999	1,870	3,680	4,830	5,840	7,040	8,240	8,770	8,970	9,170	9,370	9,570	9,700
\$80,000 - 99,999	1,870	3,690	5,040	6,240	7,440	8,640	9,170	9,370	9,570	9,770	9,970	10,810
\$100,000 - 124,999	2,040	4,050	5,400	6,600	7,800	9,000	9,530	9,730	10,180	11,180	12,180	13,120
\$125,000 - 149,999	2,040	4,050	5,400	6,600	7,800	9,000	10,180	11,180	12,180	13,180	14,180	15,310
\$150,000 - 174,999	2,040	4,050	5,400	6,860	8,860	10,860	12,180	13,180	14,230	15,530	16,830	18,060
\$175,000 - 199,999	2,040	4,710	6,860	8,860	10,860	12,860	14,380	15,680	16,980	18,280	19,580	20,810
\$200,000 - 249,999	2,720	5,610	8,060	10,360	12,660	14,960	16,590	17,890	19,190	20,490	21,790	23,020
\$250,000 - 399,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$400,000 - 449,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$450,000 and over	3,140	6,450	9,110	11,610	14,110	16,610	18,430	19,930	21,430	22,930	24,430	25,870

**Head of Household**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$510	\$850	\$1,020	\$1,020	\$1,020	\$1,020	\$1,220	\$1,870	\$1,870	\$1,870	\$1,960
\$10,000 - 19,999	510	1,510	2,020	2,220	2,220	2,220	2,420	3,420	4,070	4,070	4,160	4,360
\$20,000 - 29,999	850	2,020	2,560	2,760	2,760	2,960	3,960	4,960	5,610	5,700	5,900	6,100
\$30,000 - 39,999	1,020	2,220	2,760	2,960	3,160	4,160	5,160	6,160	6,900	7,100	7,300	7,500
\$40,000 - 59,999	1,020	2,220	2,810	4,010	5,010	6,010	7,070	8,270	9,120	9,320	9,520	9,720
\$60,000 - 79,999	1,070	3,270	4,810	6,010	7,070	8,270	9,470	10,670	11,520	11,720	11,920	12,120
\$80,000 - 99,999	1,870	4,070	5,670	7,070	8,270	9,470	10,670	11,870	12,720	12,920	13,120	13,450
\$100,000 - 124,999	2,020	4,420	6,160	7,560	8,760	9,960	11,160	12,360	13,210	13,880	14,880	15,880
\$125,000 - 149,999	2,040	4,440	6,180	7,580	8,780	9,980	11,250	13,250	14,900	15,900	16,900	17,900
\$150,000 - 174,999	2,040	4,440	6,180	7,580	9,250	11,250	13,250	15,250	16,900	18,030	19,330	20,630
\$175,000 - 199,999	2,040	4,510	7,050	9,250	11,250	13,250	15,250	17,530	19,480	20,780	22,080	23,380
\$200,000 - 249,999	2,720	5,920	8,620	11,120	13,420	15,720	18,020	20,320	22,270	23,570	24,870	26,170
\$250,000 - 449,999	2,970	6,470	9,310	11,810	14,110	16,410	18,710	21,010	22,960	24,260	25,560	26,860
\$450,000 and over	3,140	6,840	9,880	12,580	15,080	17,580	20,080	22,580	24,730	26,230	27,730	29,230

Complete Form ID W-4 so your employer can withhold the correct amount of state income tax from your paycheck. Sign the form and give it to your employer. **Use the information on the back** to calculate your Idaho allowances and any additional amount you need withheld from each paycheck. If you plan to itemize deductions, use the worksheet at [tax.idaho.gov/w4](http://tax.idaho.gov/w4).

### Withholding Status

Check the **"A"** box (Single) if you're:

- Single with one job or single with multiple jobs
- Filing as head of household

Check the **"B"** box (Married) if you're:

- Married filing jointly with one job and your spouse doesn't work
- A qualifying widow(er)

Check the **"C"** box (Married, but withhold at Single rate) if you're:

- Married filing jointly and both people work (or you have multiple jobs)
- Married filing separately



### WITHHOLDING STATUS (see information above)

**A** ☐ (Single)    **B** ☐ (Married)    **C** ☐ (Married, but withhold at Single rate)

1. Total number of Idaho allowances you're claiming ..... \_\_\_\_\_
2. Additional amount (if any) you need withheld from each paycheck (Enter whole dollars) ..... \_\_\_\_\_

		Your Social Security number (required)
Your first name and initial	Last name	
Current mailing address		
City	State	ZIP Code

Under penalties of perjury, I declare that to the best of my knowledge and belief I can claim the number of withholding allowances on line 1 above.

Your signature	Date
----------------	------



**1. Total number of allowances you're claiming.**

Enter the number of children in your household age 16 or under as of December 31, 2024. If you have no qualifying children, enter "0." If your filing status will be head of household on your tax return, add "2" to the number of qualifying children. **Don't claim allowances for you or your spouse.** You can claim fewer allowances but not more.

If you're married, claim your allowances on the W-4 for the highest-paying job for the most accurate withholding. If you're married filing jointly, only one of you should claim the allowances. The other should claim zero allowances.

If you work for more than one employer at the same time, you should claim zero allowances on your W-4 with any employer other than your principal employer.

Write **Exempt** on line 1 if you meet **both** of the following conditions:

- Last year I had no Idaho income tax liability **and**
- This year I expect to have no Idaho income tax liability

**Nonresident Aliens**

**Exempt income.** If you're a nonresident alien and all your income is exempt from withholding, write "Exempt" on line 1.

**Exempt income from a treaty.** If a treaty exempts a portion of your income from withholding, complete federal Form 8233 to claim your treaty benefits, and complete the Idaho W-4 to withhold on income that's not exempt by your treaty.

**Idaho taxable income.** If you're a nonresident alien and have Idaho taxable income, do all of these:

1. Check the "Single" withholding status box regardless of your marital status.
2. Enter 0 on line 1.
3. Using the Pay Period table below, enter the additional amount of income tax to be withheld for each pay period on line 2. *Exception:* If you're a student or business apprentice from India, report \$0 on line 2.

Pay Period Table				
If your pay period is:	Weekly	Biweekly	Semimonthly	Monthly
Enter this amount on line 2:	\$15	\$31	\$33	\$67

The withholding table calculations for employers include the standard deduction. Because nonresident aliens don't qualify for the standard deduction, the Pay Period table helps ensure that employers withhold enough.

**2. Additional amount, if any, you need withheld from each paycheck.**

**If you're single or married filing separately and have more than one job at a time**, complete the worksheet below to calculate any additional amount you need withheld from each paycheck.

1. Other than your primary job, how many jobs do you expect to have at the same time during 2024? (Don't count your primary job.) .....
2. Multiply the number on line 1 by \$13,850 .....
3. Enter an estimate of your 2024 income from other jobs (not including your primary job) .....
4. Enter the smaller of lines 2 or 3 .....
5. If you completed the itemized deduction worksheet for Idaho ([tax.idaho.gov/w4](https://tax.idaho.gov/w4)), enter the number from line 4. Otherwise, enter "0" .....
6. Multiply the number on line 5 by \$3,534.....
7. Subtract line 6 from line 4 .....
8. Multiply line 7 by 5.8% (.058). This is the additional amount you need to withhold annually .....
9. Divide the amount on line 8 by the number of your remaining pay periods in 2024. Enter the number on line 2 of the W-4 as the additional amount you need withheld from each paycheck .....

**Contact us:**

In the Boise area: (208) 334-7660 | Toll free: (800) 972-7660  
Hearing impaired (TDD) (800) 377-3529  
[tax.idaho.gov/contact](https://tax.idaho.gov/contact)

# **The College of Idaho**

## **Confidentiality Agreement**

State and federal laws protect the confidentiality of student, employee, and all records and work product information. Work Product is defined as work resulting from or related to work or projects performed or to be performed for the College of Idaho or for clients of The College of Idaho, regardless of form or stage of completion or for research and development. I understand that all records accessed are confidential and subject to all policies and state and federal laws. I agree that I will not access any information unless authorized to do so. I agree that I will maintain the confidentiality of information in compliance with policies and state and federal laws. I will keep all data, whether in electronic, verbal or printed format, confidential both during and after employment. I understand that if I fail to abide by these conditions my access to all college information systems will be terminated and that I may be subject to formal disciplinary action up to and including dismissal.

I understand that by signing this confidentiality agreement with The College of Idaho, I agree to comply with this statement.

First & Last Name (Print or Typed): \_\_\_\_\_

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



## BIAS & HARASSMENT PREVENTION POLICY

*Applying to all students, faculty, staff, administrators, trustees, volunteers and non-College of Idaho employees.*

The College of Idaho is committed to a diverse and inclusive campus. True breadth and vibrant academic discourse require that we not only create a diverse community with a broad range of backgrounds among students, faculty, staff, and trustees, but also create a culture in which we can learn from each member's unique experiences and differences. To that end, the College is committed to creating a campus community that is representative, inclusive, and equitable.

The College is also committed to supporting academic freedom and freedom of speech in an environment of open and vigorous dialogue within the reasonable limits of the law. Further, The College of Idaho is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the College, and this policy is not intended to stifle teaching methods or freedom of expression generally, nor will it be permitted to do so. Bias, harassment and discrimination, however, are neither legally protected expression nor the proper exercise of academic freedom; such behavior compromises the integrity of the College, its tradition of intellectual freedom and the trust placed in its members.

It is a violation of the College's policy and may be a violation of both state and federal law for any employee, student, faculty, staff, administrator, trustee, volunteer, or non-College of Idaho employee to harass or discriminate against any other employee or student on the basis of sex, race, color, age, religion, disability, national origin, marital status, veteran status, sexual orientation, gender identity, gender expression, status with regard to pregnancy or any other basis protected by law ("Protected Class Bias/Harassment"). Incidents of bias and harassment include, but are not limited to: actions; words; flirtations; advances; propositions; verbal abuse; jokes; slurs; epithets; symbols; graffiti; exclusionary practices; physical threats; negative stereotyping; verbal commentaries or degrading words used to describe an individual based on an individual's sex, race, color, age, religion, disability, national origin, marital status, veteran status, sexual orientation, gender identity, gender expression, status with regard to pregnancy or any other basis protected by law. This could occur physically, verbally, in writing, via social media or other electronic means. An incident of bias or harassment can occur whether the act is intentional or unintentional, and may or may not be an unlawful act.

### SEXUAL MISCONDUCT & TITLE IX

With respect to harassment or discrimination on the basis of sex, sexual orientation, and gender identity, the following conduct is strictly prohibited by The College and under Title IX of the Education Amendments Act of 1972:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement within the College;
  - Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
2. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, abusive or offensive work or academic environment. Examples of sexual harassment include, but are not limited to:
  - Demeaning and/or derogatory harassment toward one's gender;
  - Demeaning behavior, staring, pinching, touching and other physical contact, or blocking the movements of another person;
  - Unwelcome sexual comments, innuendoes, jokes, abusive personal remarks, etc.;
  - Sexually explicit displays or distribution of pictures, materials, or objects in the work area;

- Unwelcome amorous advances or propositions, physical conduct, obscene gestures;
- Obscene letters, phone calls, e-mails, or unwelcome words or comments with sexual or other discriminatory meanings;
- Unwelcome requests for sexual favors or repeated social contact; or
- Sexual assault or other unwelcome sexual contact.

For additional information, see The College's Sexual Misconduct Policy. The College's Title IX Coordinator is responsible for administering the Sexual Misconduct Policy and educating all students and personnel with respect thereto.

#### OTHER PROTECTED CLASS HARASSMENT

Any member of the College community who believes they or some other member of the College community is a victim of bias or harassment by any member of the Board of Trustees, administrator, member of the staff or faculty, employee, student, volunteer, non-College of Idaho employee or any other person in connection with the College shall promptly report the matter.

If a student believes they or some other member of the student community has been the victim of harassment by another student, the student should [report it online](#) (anonymously or non-anonymously) directly to The College's Bias Assessment & Response Team (BART) or to BART via email at [bart@collegeofidaho.edu](mailto:bart@collegeofidaho.edu). For more information regarding filing a formal complaint, see the General Student Conduct Procedures in the College's Student Handbook.

In all other cases, including instances in which the complaint involves conduct by a student who also is employed by the College and relates to that student's conduct as an employee, the individual should report it to their immediate supervisor and/or the Department of Human Resources, and/or [report it online](#) (anonymously or non-anonymously) directly to The College's Bias Assessment & Response Team (BART) or to BART via email at [bart@collegeofidaho.edu](mailto:bart@collegeofidaho.edu).

Every member of the Board of Trustees, administrator, member of the staff or faculty, employee, or student is covered by and subject to the provisions of this policy. This policy also applies to visitors, campus guests, tourists, vendors, contractors, repair people, sales people or clients.

If an investigation is initiated and conducted by or upon direction of the Department of Human Resources, the process and information will remain confidential to the extent reasonably possible and will be disclosed only on a need-to-know basis. If warranted by its investigation and based on the seriousness or repetitiveness of the offense, the Department of Human Resources will recommend appropriate discipline, sanctions or other action be taken in response to the report or complaint of harassment. If the subject of the recommended discipline or sanctions is a faculty member, the Department of Human Resources will make a recommendation to the Provost/Dean of the Faculty (unless the Provost/Dean of the Faculty is the subject of the report or complaint, in which case the recommendation will be made to the President). For reports or complaints against non-faculty members, the recommendation by the Department of Human Resources will be made to the President (unless the President is the subject of the report or complaint, in which case the recommendation will be made to the Chairman of the Board of Trustees).

Retaliation against any person who opposes harassment, complains of harassment, provides information related to a complaint of harassment or participates in an investigation of a complaint of harassment is strictly prohibited. Accordingly, individuals found to have engaged in acts of retaliation shall be subject to disciplinary action in accordance with this policy.

All volunteers, temporary, regular, part-time, full-time and adjunct employees will be required to sign an acknowledgment that they have received, will read and understand this policy.

For all students, the Department of Student Affairs, and for personnel and any other person in connection with the College, the Department of Human Resources is responsible for administering this Harassment Prevention Policy and educating the relevant constituents about the policy.

**ACKNOWLEDGED & AGREED**

By signing below, you are acknowledging and agreeing that you have read and understood the Harassment Prevention Policy, including the Sexual Misconduct Policy incorporated by reference, and that you will abide by all policies and procedures contained therein.

First and Last Name (print or type): \_\_\_\_\_ Date: \_\_\_\_\_



## FERPA Basics for Staff

### The Essence

- ✓ The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of education records. It also provides guidelines for appropriately using and releasing student education records.
- ✓ It is intended that students' rights be broadly defined and applied. Therefore, consider the student as the "owner" of the information in his or her education record, and the institution as the "custodian" of that record.

### Key Terms/Definitions

**"EDUCATION RECORDS"** include any record maintained by the institution that contains information that is personally identifiable to a student (in whatever format or medium) with some narrowly defined exceptions:

- ✓ Records in the "sole possession of the maker" (e.g., private advising notes).
- ✓ Law enforcement records created and maintained by a law enforcement agency for a law enforcement purpose.
- ✓ Employment records (unless the employment is based on student status). The employment records of student employees (e.g., work-study, wages, graduate teaching associates) are part of their education records.
- ✓ Medical/psychological treatment records (e.g., from a health or counseling center).
- ✓ Alumni records (i.e., those created after the student graduated or left the institution).

**"LEGITIMATE EDUCATIONAL INTEREST"** requires that:

- ✓ The information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement.
- ✓ The information is to be used within the context of official agency or school business

and not for purposes extraneous to the official's areas of responsibility or to the agency or school.

- ✓ The information is relevant to the accomplishment of some task or to a determination about the student.
- ✓ The information is to be used consistently with the purposes for which the data are maintained.

**"DIRECTORY INFORMATION:"** Those data items that are generally not considered harmful or an invasion of privacy if publicly available. This information cannot be released if student has a "no release" on his or her record. Each institution establishes what it considers to be directory information. Common examples include: name, address (local, home and email), telephone (local and home), academic program of study, dates of attendance, date of birth, most recent educational institution attended, and degrees and awards received.

- ✓ Directory information cannot include: race, gender, SSN (or part of an SSN), grades, GPA, country of citizenship, or religion. Such information is considered personal information. Except in very specific circumstances, a student ID number (SIN) also cannot be considered directory information.
- ✓ Every student must be given the opportunity to have directory information suppressed from public release. This process is often referred to as a "no release," "opt out" or "suppression," and is conducted through the Registrar Office. When a student makes this request, everyone within the institution must abide by a student's request that no information be released about the student.
- ✓ It is important to understand, that a "no release" does not mean that a school official within the institution who has a demonstrated legitimate educational interest (e.g., a faculty member teaching the student in

class) is precluded from using the information to perform that official's job duties.

**"PARENT:"** With reference to FERPA, the term "parent" refers to either parent (including custodial and non-custodial, if divorced). When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). However, although the rights under FERPA have now transferred to the student, a school may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision.

### When do FERPA rights begin?

A FERPA-related college education record begins for a student when he or she enrolls in a higher education institution. At a postsecondary institution, rights belong to the student in attendance, regardless of the student's age. At the College of Idaho, once a student has been registered for classes we consider them a "student." Although, applicants and admitted students' information should be protected, it is not protected by FERPA until they are enrolled.

### Basic Rights of Students under the Act

- ✓ Be notified of their FERPA rights at least annually.
- ✓ Inspect and review their records.
- ✓ Amend an incorrect record.
- ✓ Consent to disclosure (with exceptions).

#### Annual Notification

Every institution must notify students of their FERPA rights at least annually.

#### Inspection and Review

Students have the right to see everything in their "education record," except:

- ✓ Information about other students;
- ✓ Financial records of parents; and
- ✓ Confidential letters of recommendation if they waived their right of access.

FERPA does not prescribe what records are created or how long they are to be kept; however, you cannot destroy a record if there is a request to inspect and

review. It is important to know and understand your institution's records retention policy.

#### Right to Consent to Disclosure

Start with the premise that the student has the right to control to whom his or her education record is released. Then, there are several exceptions when that permission is not required.

In those instances where a signed release is required, regulations now provide the flexibility to accept an electronic signature.

#### WHEN IS PRIOR CONSENT NOT REQUIRED?

The institution may disclose records without consent, regardless of their nature, if certain requirements are met, but it is not required to do so. Some examples of the exceptions to the release requirement include:

- ✓ "School officials" with a "legitimate educational interest." Employees and legal agents have access to education records in order to perform their official, educationally-related duties.
- ✓ Disclosure to another institution where the student seeks to enroll or is enrolled.
- ✓ Disclosure to DOE, state/local education authorities.
- ✓ Disclosure in connection with the receipt of financial aid.
- ✓ Disclosure to organizations conducting studies to improve instruction, or to accrediting organizations.
- ✓ To comply with a judicial order or lawfully issued subpoena.
- ✓ Disclosure for a health/safety emergency (must document what the emergency was and to whom the information was released).
- ✓ Disclosure of directory information provided the student has not requested "no release."

FERPA rights at a postsecondary institution end with a student's death. Students have a formal right to file a complaint with the Department of Education.

### Checklist for Requests for Access to or Disclosure of Information from Education Records

- ✓ Is the information in question an education record under FERPA?
- ✓ Is the information personally identifiable?
- ✓ Is the information considered directory information?

- Is the subject of the request a current student, or a graduate/student no longer in attendance?
  - Did the student request a directory hold when he/she had the opportunity to do so?
  - Do you need to comply with the request?
- ✓ Does the disclosure require signed consent?
- Does the disclosure meet one of the exceptions to signed consent found in §99.31 of FERPA?
  - Is the disclosure required to supplement other information, such as financial aid information?

## Some Specific Issues for Staff

**ADDRESSING STUDENT INFORMATION:** Always make sure to address student information privately to them, and do give a FERPA notice in every email potentially dealing with FERPA-protected information.

**CLEAN DESK POLICY** (include locking screen): Any documentation protected by FERPA must be protected accordingly. If on paper, it should be locked. Staff should beware to lock their screens and/or log out of their sessions before leaving their workspace when dealing with FERPA-protected information.

**DISCUSSING INFORMATION WITH PARENTS:** Prior to discussing any information about a student, do verify that they have either a waiver, or that their children are their dependents on tax forms. In order to do so, request that the supposed parents justify this information with the waiver and/or tax information.

**It is always best to error on the side of caution and not release any information. Refer any persons inquiring about a student to the Registrar's Office:**  
**208.459.5400 registrar@collegeofidaho.edu**

## Acknowledged & Agreed

By signing below, you are acknowledging and agreeing that you have read and understood the FERPA Basics for Staff and that you will abide by all the policies and procedures contained therein.

---

First and Last Name (Print or Typed)

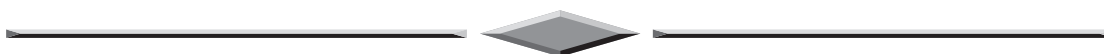
---

Date



## **CERTIFICATION**

**I HAVE RECEIVED A COPY OF THE STUDENT EMPLOYMENT STANDARDS OF THE COLLEGE OF IDAHO AND UNDERSTAND I AM RESPONSIBLE FOR READING AND COMPLYING WITH GUIDELINES CONTAINED THEREIN. I ALSO UNDERSTAND THAT STUDENT EMPLOYEES ARE PART-TIME, TEMPORARY EMPLOYEES AT THE COLLEGE OF IDAHO.**



**I WILL ABIDE BY THE TERMS OF THE ABOVE STATEMENTS.**

\_\_\_\_\_  
**First and Last Name (Typed or Printed)**


\_\_\_\_\_  
**Date**

## Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)

As an employee of The College of Idaho, it is important that you complete the online training for Harassment Prevention. The training should take 30-45 minutes and will need to be completed no later than two weeks after your first day of work. Please follow the instructions below and contact HR (208.459.5256) if you have questions.

<https://learn.ue.org/RW5Z8396075/CollegeofIdahoNonSupervisor>

The URL above will take you to the Login/Registration page. On your initial visit, you will need to Register.



### Login to the Learning Portal

Login

[Forgot password?](#)

### Registration

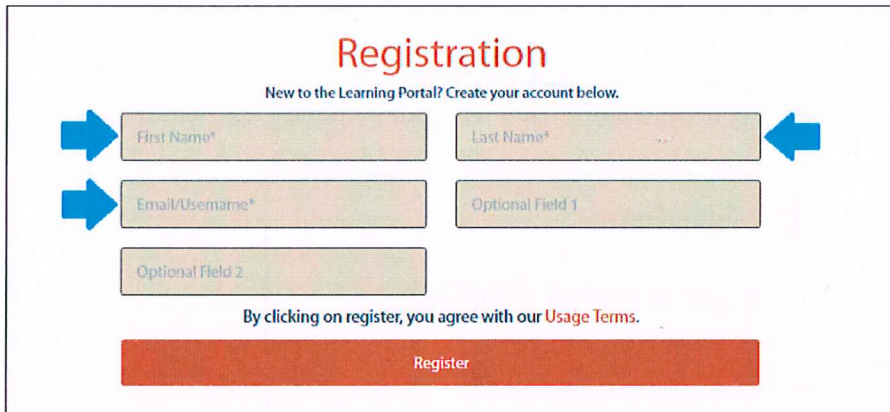
New to the Learning Portal? Create your account below.

By clicking on register, you agree with our [Usage Terms](#).

Register

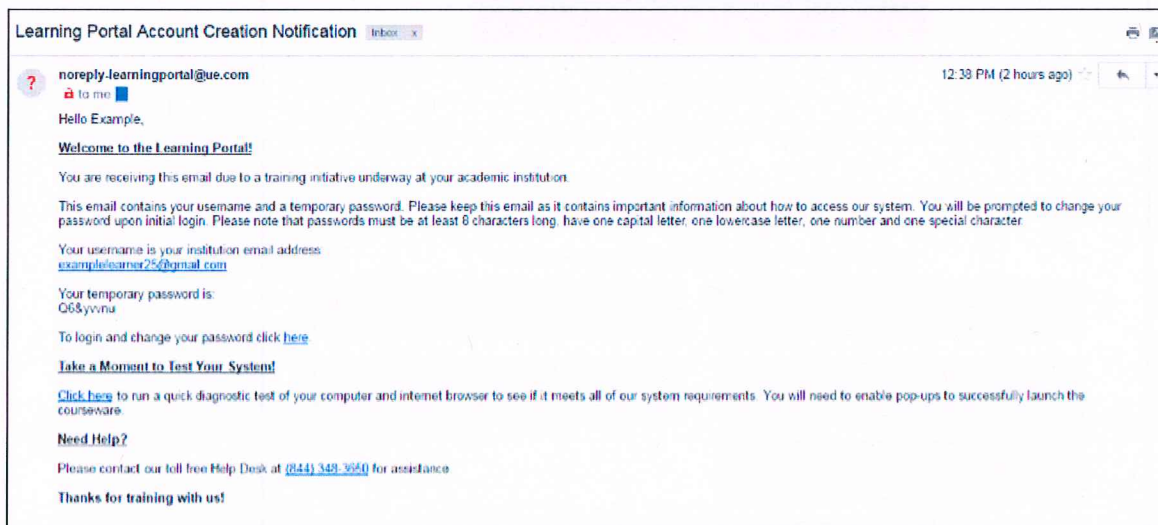
## Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)

Scroll down to Registration and enter the required fields of First Name, Last Name, and Email address (the email address will also serve as your username so enter one that you will remember!) Next click Register.



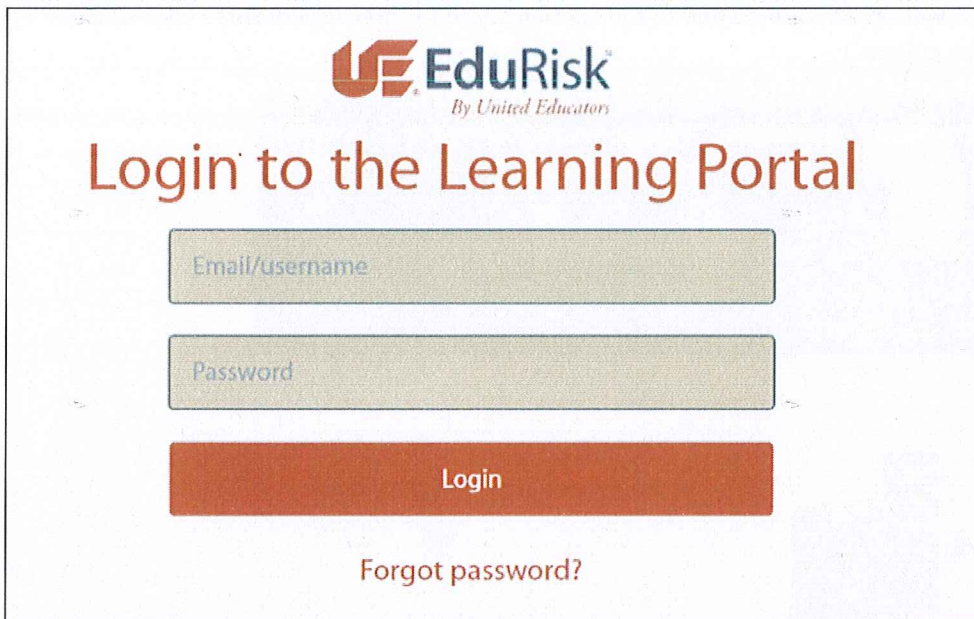
The registration form is titled "Registration" in red. Below the title is the instruction "New to the Learning Portal? Create your account below." There are four input fields: "First Name\*", "Last Name\*", "Email/Username\*", and "Optional Field 1". A blue arrow points to the "First Name\*" field, and another blue arrow points to the "Last Name\*" field. Below these is "Optional Field 2". At the bottom, there is a red button labeled "Register". Above the button is the text "By clicking on register, you agree with our [Usage Terms](#)."

When you click Register, you will receive an email with the subject Learning Portal Account Creation Notification. This email will contain their login credentials and a link to the Learning Portal.





You will then visit the Learning Portal and log in with the provided credentials.



The image shows a login form for the EduRisk Learning Portal. At the top is the EduRisk logo with the tagline "By United Educators". Below the logo is the title "Login to the Learning Portal" in a large, bold, orange font. The form contains three input fields: "Email/username", "Password", and a "Login" button. Below the "Login" button is a link that says "Forgot password?".

**EduRisk**  
By United Educators

## Login to the Learning Portal

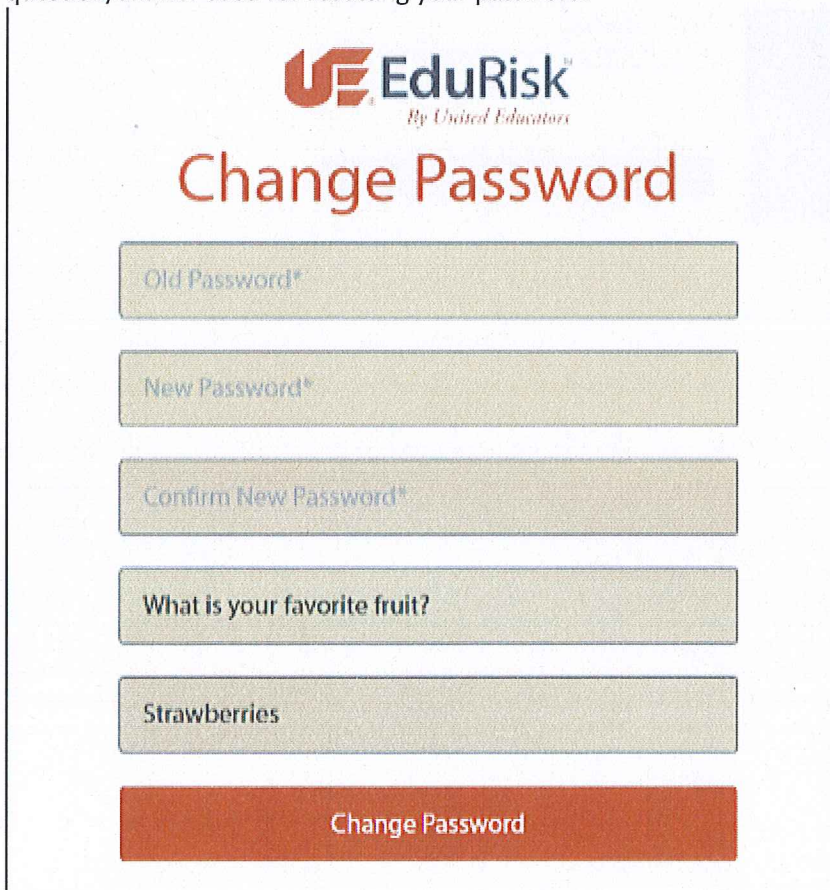
Email/username

Password

Login

[Forgot password?](#)

Upon your first login, you will be required to create a new password and establish a security question/answer used for resetting your password.



The image shows a "Change Password" form for the EduRisk Learning Portal. At the top is the EduRisk logo with the tagline "By United Educators". Below the logo is the title "Change Password" in a large, bold, orange font. The form contains five input fields: "Old Password\*", "New Password\*", "Confirm New Password\*", "What is your favorite fruit?", and "Strawberries". Below the "Strawberries" field is a "Change Password" button.

**EduRisk**  
By United Educators

## Change Password

Old Password\*

New Password\*

Confirm New Password\*

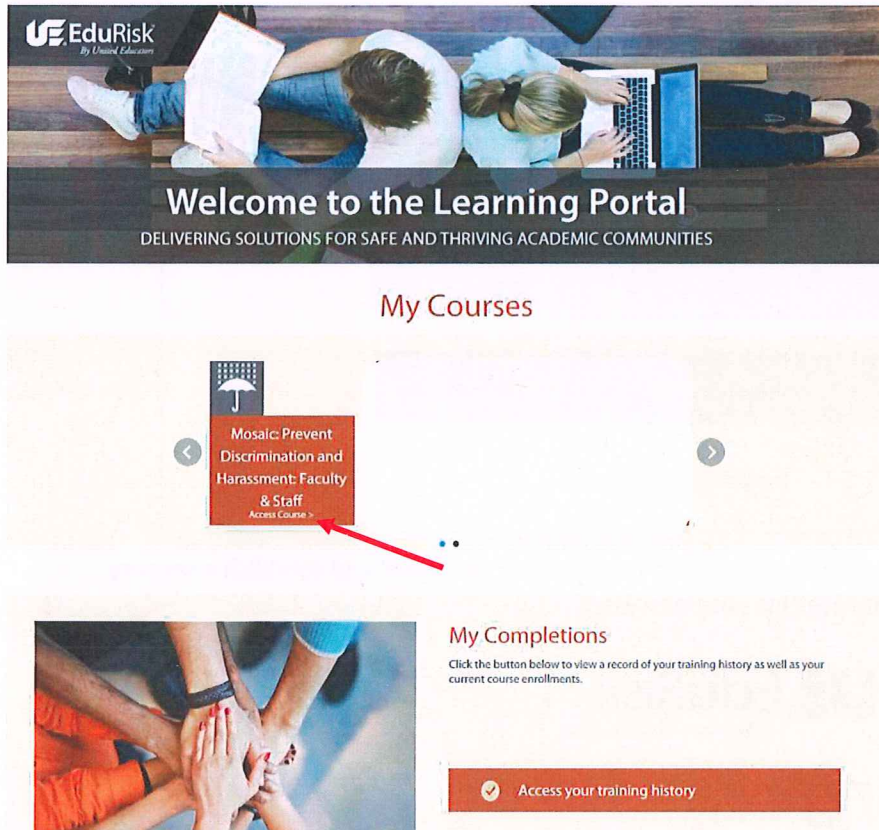
What is your favorite fruit?

Strawberries

Change Password

## Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)

Once logged in, you will see the course tied to the Learning Path for non-supervisors. Click "Access Course" to open the course.



The screenshot displays the EduRisk Learning Portal. At the top, a banner features the EduRisk logo and the text "Welcome to the Learning Portal" and "DELIVERING SOLUTIONS FOR SAFE AND THRIVING ACADEMIC COMMUNITIES". Below the banner, the "My Courses" section shows a carousel of course cards. The first card, titled "Mosaic: Prevent Discrimination and Harassment: Faculty & Staff", includes an "Access Course" button, which is highlighted by a red arrow. The "My Completions" section below it contains a button labeled "Access your training history" with a checkmark icon.



## Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)


Click Launch to begin the training.

Mosaic: Prevent Discrimination and Harassment: Faculty & Staff

Along with your institution, each of us plays a part in preventing discrimination and harassment. This course covers the basics, including scenarios designed to help you navigate common trouble areas. Audience: Faculty and Staff | Duration: 40 minutes

Mosaic: Prevent Discrimination and Harassment Together - Staff

**Launch**



**Need Help?**

Don't see your assigned course?  
Can't locate your completion certificate?  
Need help with registering a new account?

[Visit our Support Site](#)

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The program will attempt to launch a new page. If you receive the following Popup Blocked message, scroll down and click on "Always allow".

**Popup Blocked**

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

[Launch Course](#)

**Need Help?**

Don't see your assigned course?  
Can't locate your completion certificate?  
Need help with registering a new account?

[Visit our Support Site](#)

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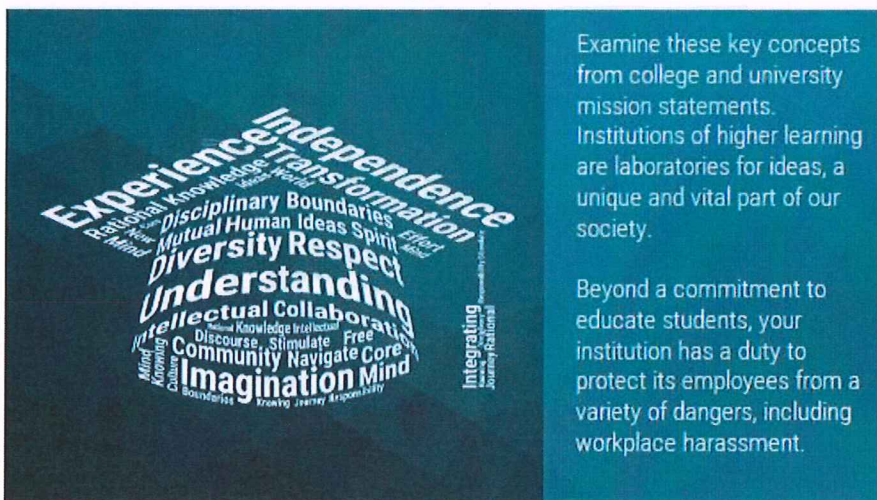
Microsoft Edge blocked a pop-up from ue.blackboard.com.

[Allow once](#) [Always allow](#) [×](#)

## Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)

Once the program is fully launched, you will see the following screen. After reading, click "Next" to advance forward.

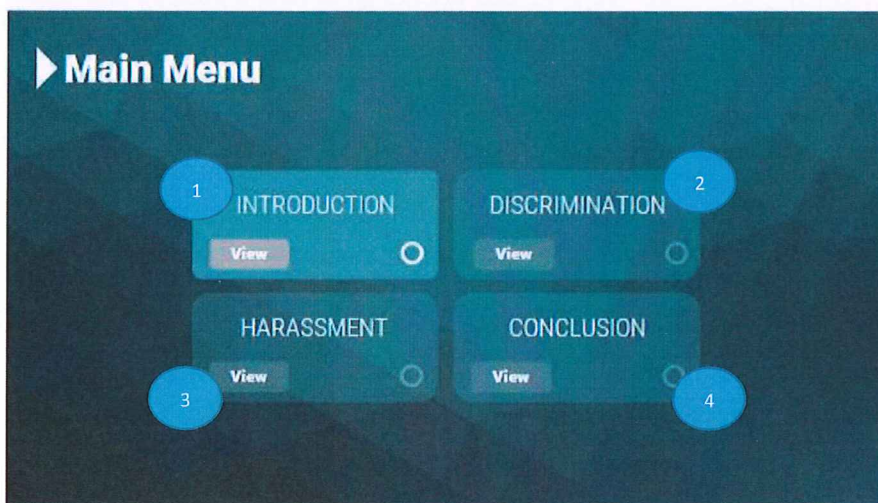
Mosaic: Prevent Discrimination and Harassment Together - Staff



NEXT >

Once you have completed reading the introductory slides, you will arrive at the main menu. View each module in the following order indicated below.

Mosaic: Prevent Discrimination and Harassment Together - Staff





## Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)

### NAVIGATION TIPS:

Click "Prev" to move backward, click "Next" to move forward.

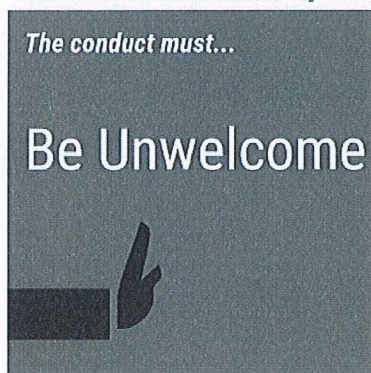
Mosaic: Prevent Discrimination and Harassment Together - Staff



◀ PREV NEXT ▶

Click the icon to continue.

Mosaic: Prevent Discrimination and Harassment Together - Staff



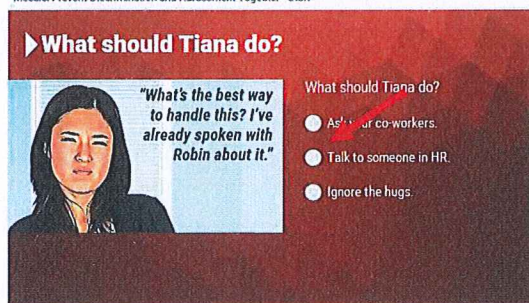
If Samantha gives clues that comments or behaviors are unwelcome, then people should be sensitive to them.



◀ PREV

Click the appropriate radio button and then click Submit.

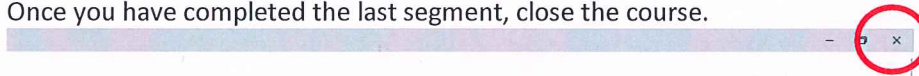
Mosaic: Prevent Discrimination and Harassment Together - Staff



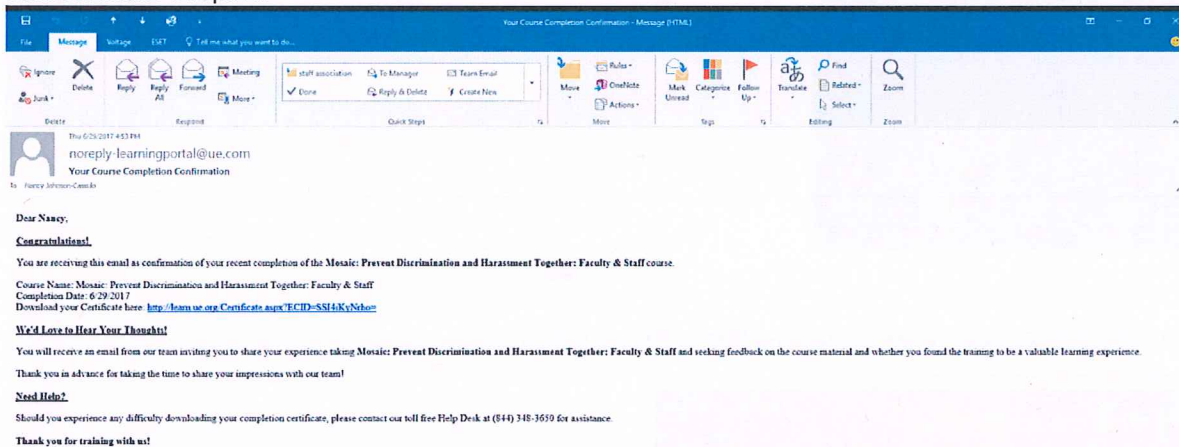
SUBMIT

## Mosaic: Prevention Discrimination and Harassment: Faculty and Staff (NON-SUPERVISORS)

Once you have completed the last segment, close the course.



You will receive an email (to the address you used as your login) advising you that you have completed the course and providing a link for downloading a certificate of completion for this course. No need to send this email or your downloaded certificate to HR – we will see your completion on our administrator's report.



The course vendor will send you a separate email at a later time inviting you to share your feedback on your learning experience and the course material. You are encouraged to share your experiences – good and back!

## Setting up your Direct Deposit in Self Service

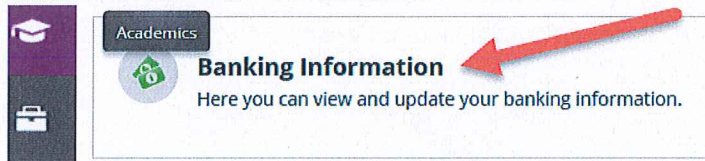
1. Log into Self Service (<https://selfservice.collegeofidaho.edu/>) using your WebAdvisor username and password



### Sign in

Enter your user name and password to sign in.

2. Click on the Banking Information tab



3. On the top right of the Active Accounts page, click the + Add an Account button

- a. Please note that if you already have a bank account setup or have had one in the past, you will be required to enter that account number as a way of verification:

Confirm your bank account number

Wells Fargo Bank Account Ending: ...

Bank Account Number

You must confirm a pre-existing account number to continue.

- b. If you do not know your old account number, you will need to visit the Payroll Staff Accountant in the Business Office to manually remove that account.



4. On the Add a Bank Account page, you will be asked to click the Off switch to turn it On:

The screenshot shows the 'Banking Information' screen with a '< Back' link. There are two tabs: 'New Deposit' and 'Add a Bank Account'. Under 'New Deposit', there is a 'Bank Account Usage' section. Within this section, the 'Payroll Deposit' toggle switch is currently set to 'Off' (indicated by a red 'X' icon). A red arrow points to this switch, indicating it should be turned 'On'.

5. Next, enter the Effective Date you wish the direct deposit to start:
- Keep in mind: If this is entered **before** the 15<sup>th</sup> of the month, your changes will be included in the current month's payroll; **If this is entered after the 15<sup>th</sup> of the month, your changes will not be included until the following month's payroll and may result in a manual paycheck being issued if it changes an existing direct deposit record.**

The screenshot shows the 'Payroll Deposit' screen with a green 'ON' toggle switch. Below this, the 'Effective Date' field is set to '1/13/2017', with a red arrow pointing to it. The 'End Date' section has two options: 'No end date' (selected with a radio button) and 'End on:' (with a date input field showing 'M/d/yyyy'). A blue information box at the bottom states: 'If this was entered in before the 15th of the month, your changes will be included in the current month's payroll.'

6. The default for your Deposit Details section will have Entire Balance selected as the option.
- If you add additional accounts for Direct Deposit, you will have the ability to select Specific Amount as an option, and split part of your paycheck to go into as well.

#### Deposit Details

*Select the amount of your paycheck to be deposited*

- ☒ Entire Balance
- ☐ Specific Amount



7. At the bottom of the page, select the Next button
8. On the Edit Bank Account Details pop-up screen, enter the following:

**Edit Bank Account Details**

**New Account**

Account Nickname:

Country of Bank:

Routing Number:

Bank Account Number:

Re-enter Bank Account Number:

Account Type:

**Terms and Conditions**

I hereby authorize The College of Idaho to directly deposit into the Financial Institution account number listed below, as well as authorize the institution to post the payment to the below listed account. I authorize The College of Idaho to initiate debit entries to below designated account as may be necessary to correct erroneous credit entries and authorize the listed Financial Institution to subtract such entries from the below designated account. This agreement will remain in force until The College of Idaho receives notice of change or cancellation from me. Any notice of cancellation must be received by The College of Idaho in such a manner as to afford The College of Idaho reasonable opportunity to act on it. I understand and approve the authorization or cancellation as indicated below. The agreement supersedes all previous Direct Deposit information.

☒ I agree to the terms and conditions

Cancel Back Save

- a. Enter an Account Nickname (something easy for you to differentiate it from other accounts if you have multiple accounts)
- b. Enter the Routing Number for your Bank
  - i. If you are getting this info from your check, it is the first string of numbers at the bottom of the check

**Nationwide**

YOUR NAME  
1234 Main Street  
Anywhere, OH 00000

DATE: \_\_\_\_\_

PAY TO THE ORDER OF: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

000123456789 000123456789 123

**ROUTING NUMBER** **ACCOUNT NUMBER** **CHECK NUMBER**

- ii. If entered correctly, the name of your financial institution will appear under the field.
    - iii. If you do not have a check to pull this number from, you will need to log into your online banking portal at your Bank or visit your Bank in person.
  - c. Enter your bank account in the Bank Account Number field
    - i. This is the second string of numbers from the bottom of your check, as illustrated above
    - ii. Re-enter this info in the Re-enter Bank Account Number field ☺
  - d. Select your Account Type (Checking or Saving)
  - e. Read the Terms and Condition policy, and check the box showing acceptance
  - f. Click the Save button
- 9. You will then be taken back to the Banking Information Active Accounts page where you can now see the account you added listed.
  - a. If you wish to add an additional account to put part of your paycheck into, you just need to repeat steps 3 – 8
- 10. You have now completed the process.

## The College of Idaho

**Guideline Name:** Self-Service Leave Request and Timesheet Approvals

**Originator:** Jaymee Johnson, IT Department

**Approved By:** Nancy Johnson-Cassulo, Marie Schlake

**Approval Date:** December 14, 2020

**Summary/Purpose:** The purpose of this document is to provide instructions to student employees and their supervisors on the steps and process they should use to complete a time sheet each week with approvals for timesheets in the Self Service on-line application.

Readers are encouraged to send questions regarding the contents of this document to their supervisor or the Help Desk; [helpdesk@collegeofidaho.edu](mailto:helpdesk@collegeofidaho.edu).

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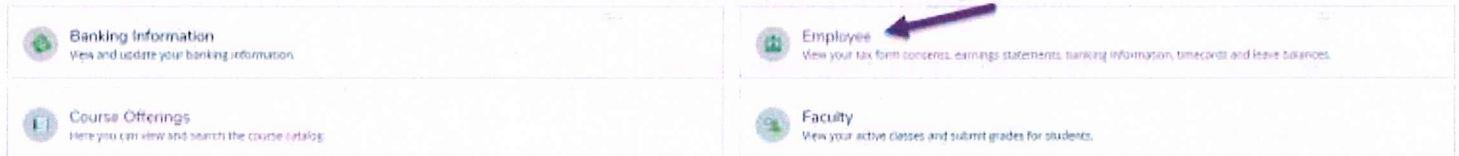


# Self Service Timesheets for Student Employees

## TIME ENTRY

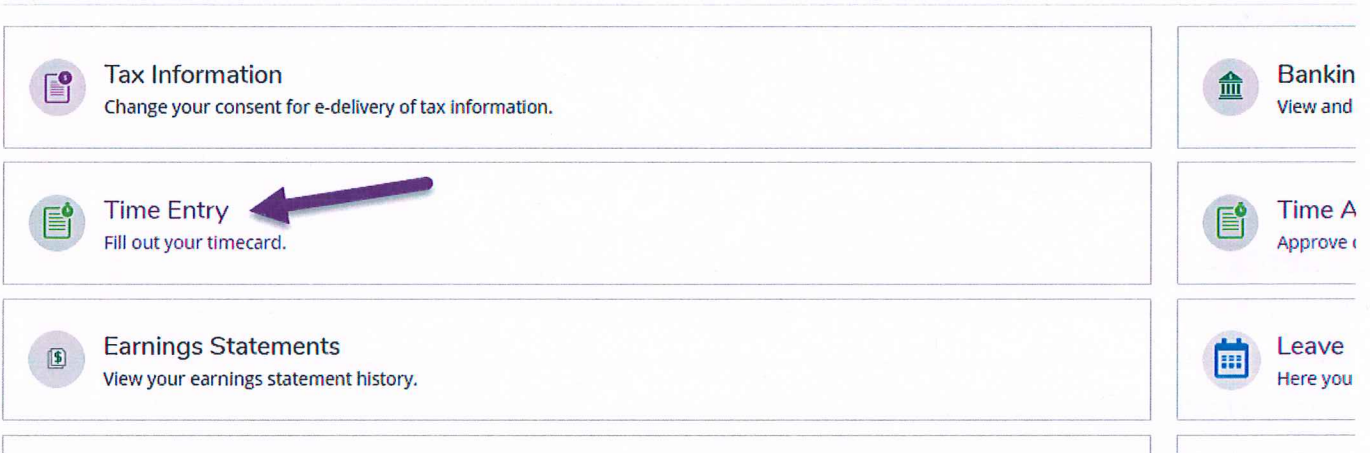
1. Login to Self Service using your YoteNet ID at <https://selfservice.collegeofidaho.edu>.
2. Access the "Employee" menu.

Hello, welcome to Self Service.  
Choose a category to get started.



3. Select "Time Entry."

## Welcome to Colleague Employee Self-Service!



4. Time entry is now completed for each week of a pay period so you will submit time weekly. Select the week that you would like to complete. You will still be paid monthly on the last day of the month.





## Entering Time

- To enter your time for a specific day use the start time drop down menu (first row) to select your start time.

The screenshot shows the 'Student Employment' section of the timesheet. The 'Start Time' dropdown menu for Monday, 8/24, is open, displaying a list of times. A red arrow points to the 2:00 PM option. The 'Work Schedule' row shows 2.00 hours for Monday. The 'Position Total Hours' row shows 0.00 for Monday and 10.00 for the week total.

- Select the time you completed your workday in the end time drop down menu (second row). The total hours worked will calculate in the day total and week total.

The screenshot shows the 'Student Employment' section of the timesheet. The 'End Time' dropdown menu for Monday, 8/24, is open, displaying a list of times. A red arrow points to the 8:00 PM option. The 'Work Schedule' row shows 2.00 hours for Monday. The 'Position Total Hours' row shows 0.00 for Monday and 10.00 for the week total.

- If you have a day where your working hours are split, like you went to class or had lunch during a shift, use the "+" icon below the day to add additional time.

The screenshot shows the 'Student Employment' section of the timesheet. The '+' icon below the day is highlighted with a red arrow. The 'Work Schedule' row shows 1.00 hours for Monday. The 'Position Total Hours' row shows 1.00 for Monday and 10.00 for the week total.

- If you need to removed additional hours you can use the “-” icon to remove them.

Earn Type	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9
C of I Workstudy	00:00 AM	2:00 PM	00:00 AM	10:00 AM	00:00 AM	00:00 AM
	00:00 AM	5:00 PM	00:00 AM	11:30 AM	00:00 AM	00:00 AM
				7:00 PM		
				11:30 PM		
Position Total Hours:	0.00	3.00	0.00	6.00	0.00	0.00

- Continue to enter hours for each day that you worked.
- Once your time is entered, you can either “Save” your timesheet or can click the “Submit for Approval” button if your timesheet for that week is complete.

## Autosave Feature

**NOTE:** your timesheet should auto-save when you make changes, and you can watch the “Save” button to ensure your changes are saved prior to exiting the form if you are not ready to submit your timesheet for the week.

Week 10/4/2020 - 10/10/2020  
9.00 Total hours

if you are not ready to submit your timesheet, it usually will auto-save, watch to ensure your changes have been saved, before exiting the page.

Saved at 2:14 PM

View Leave Balances

Earn Type	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9	Sat 10/10	Total
C of I Workstudy	00:00 AM	2:00 PM	00:00 AM	10:00 AM	00:00 AM	00:00 AM	00:00 AM	9.00
	00:00 AM	5:00 PM	00:00 AM	11:30 AM	00:00 AM	00:00 AM	00:00 AM	
				7:00 PM				
				11:30 PM				
Position Total Hours:	0.00	3.00	0.00	6.00	0.00	0.00	0.00	9.00

Comments: Submit for Approval

- The timesheet for the specified week will now be available for your supervisor to either “Accept or Reject.”



## Corrections after Submit

12. If you realize after you submitted your timesheet that you made a mistake you can click the "Return Timesheet to Edit" button.
  - a. **This feature will only work if your supervisor has not already approved your timesheet.** If your supervisor approved your timesheet, they can use the new "Unapprove" button to remove their approval and return it to you for editing.

The screenshot shows a timesheet interface for a student employee. At the top, it says "10:00 | Submitted". Below this is a table with columns for days of the week (Sun 8/23, Mon 8/24, Tue 8/25, Wed 8/26, Thu 8/27, Fri 8/28, Sat 8/29, Sun) and a "Total" column. The table has two main sections: "Work Schedule" and "Student Employment". The "Work Schedule" section shows a total of 10.00 hours. The "Student Employment" section shows a total of 10.00 hours. At the bottom, there is a "Positions Total Hours" row showing 0.00, 1.00, 2.00, 3.50, 1.00, 1.50, 0.00, and 10.00. Below the table, there are two buttons: "Comments" and "Return Timesheet to Edit". The "Return Timesheet to Edit" button is highlighted with a red arrow.

13. If you choose to return the timesheet to edit your supervisor will be notified that your timesheet is no longer available for their review. You must re-submit it for them to approve it.

The screenshot shows a timesheet interface for a student employee. At the top, it says "10:00 | Submitted". Below this is a table with columns for days of the week (Sun 8/23, Mon 8/24, Tue 8/25, Wed 8/26, Thu 8/27, Fri 8/28, Sat 8/29, Total) and a "Total" column. The table has two main sections: "Work Schedule" and "Student Employment". The "Work Schedule" section shows a total of 10.00 hours. The "Student Employment" section shows a total of 10.00 hours. At the bottom, there is a "Positions Total Hours" row showing 0.00, 2.00, 2.50, 2.50, 1.00, 1.50, 4.00, and 10.00. Below the table, there are two buttons: "Comments" and "Submit for Approval". The "Submit for Approval" button is highlighted with a red arrow.

14. If you are doing multiple weeks at one time you can page between weeks using the arrows along the top, just above the position title and details.

Pay Period 08/24/2020 - 09/23/2020

[< All Timesheets](#)

<

Week 08/24/2020 - 08/29/2020  
10.00 Total hours

>

10.00 | Submitted

Earn Type	Sun 8/23
Work Schedule	

## NOTIFICATIONS:

You will receive various email notifications depending on your supervisor's decision.

- Approved—means that your timesheet is ready for payment.

### Timesheet Approved



noreply@collegeofidaho.edu  
To [redacted]

Your timesheet for 08/24/2020- 08/29/2020 for position [redacted] has been approved.

- Rejected—means that your timesheet needs to be corrected. You must sign back in to Self Service, open the specified week, and make corrections. Make sure to Submit for Approval again when you're done.

### Timesheet Rejected



noreply@collegeofidaho.edu  
To [redacted]

[Reply](#) [F](#)

Your timesheet for 08/24/2020- 08/29/2020 for position [redacted] has been rejected. Please login to Self-Service and correct your timesheet prior to the deadline.



- **No Longer Approved**—means that your timesheet moved from the approved status to the unapproved status. If you did not initiate this action with your supervisor then you should reach out to ensure your timesheet is ready prior to the deadline.

#### Timesheet No Longer Approved



noreply@collegeofidaho.edu

Reply Reply All Forward

Mon 9/28/2020 12:47 PM

Your previously approved timesheet for 08/24/2020- 08/29/2020 for position [redacted] is no longer approved and may need to be corrected in order for you to be paid correctly. If you have not already done so, please reach out to your supervisor to ensure your timesheet is completed before the deadline.

- **No Longer Rejected**—means that your timesheet moved from a rejected status to an unrejected status. If you did not initiate this action with your supervisor then you should reach out to ensure your timesheet is ready prior to the deadline.

#### Timesheet No Longer Rejected



noreply@collegeofidaho.edu

Your previously rejected timesheet for 08/24/2020- 08/29/2020 for position [redacted] is no longer rejected.

If you have not already done so, please reach out to your supervisor to ensure your timesheet is approved before the deadline.

## VERSION CONTROL

Version Modified by	Modification date	Description
Jaymalee Johnson	10/12/2020	Initial Draft
Keith Bower	12/14/2020	Updated Header styles and added Headings, Cover Page and Table of Contents

