

Step-by-step Guide to People Admin Application For Law Students

Last Update: March 25, 2009

People Admin is a Web-based Human Resources management software that the University of Cincinnati adopts for hiring. By clicking on the link sent by the Dean's Office, you will see the initial screen similar to this:

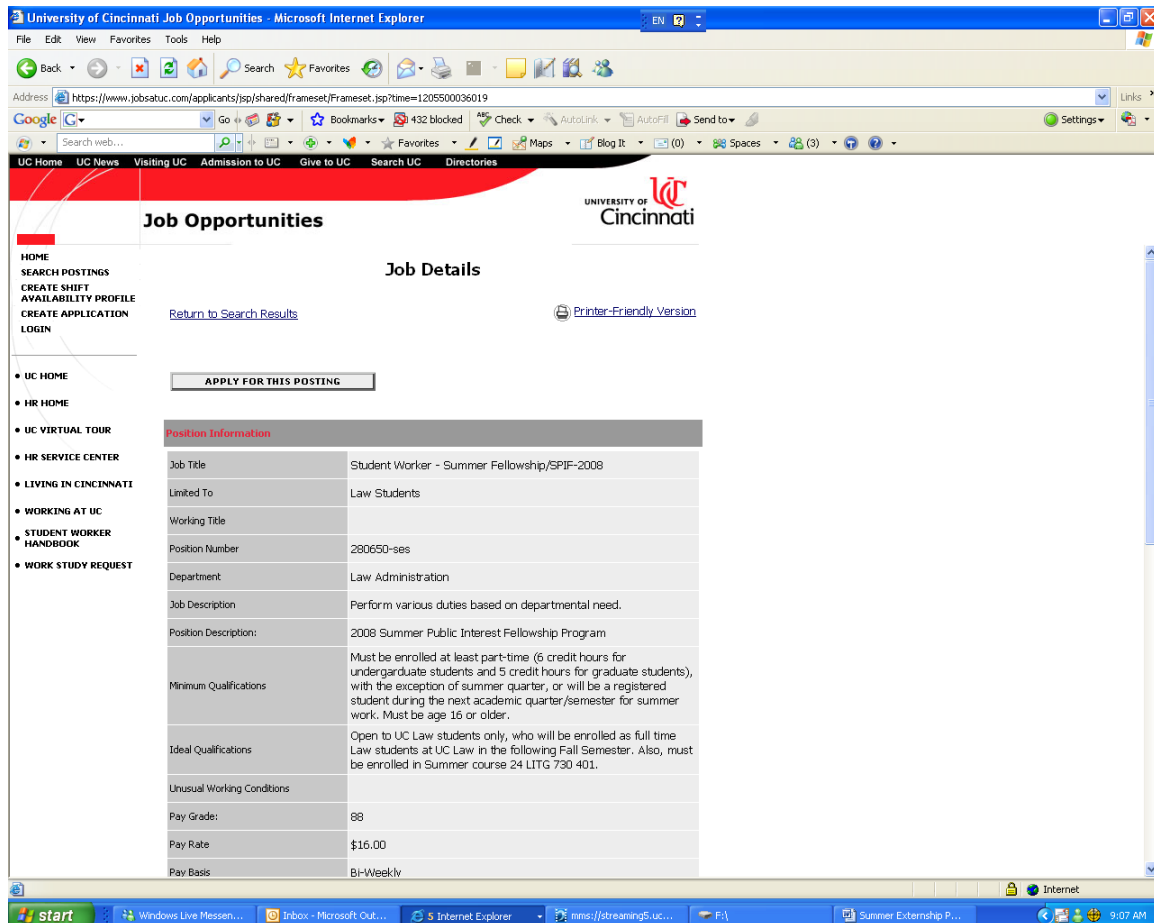


Fig.1

1) Click on “APPLY FOR THIS POSITION”. (Fig. 1)

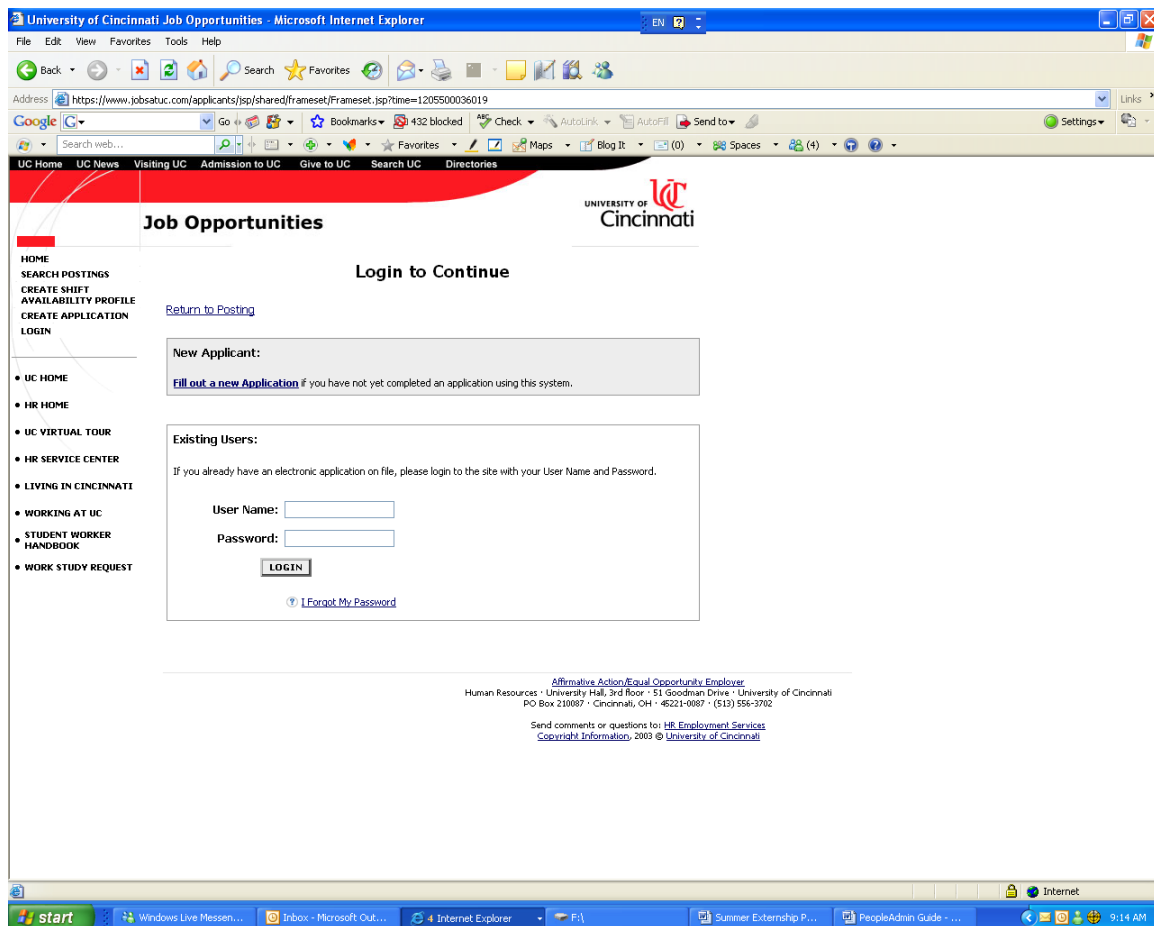


Fig.2

2) If you have applied to other student jobs at UC before, you should have already created a user name and password. You can use it to save your time. Otherwise, click on the link “Fill out a new application” (Fig.2) and create a new user profile. It is advisable to keep your user name and password for future use.

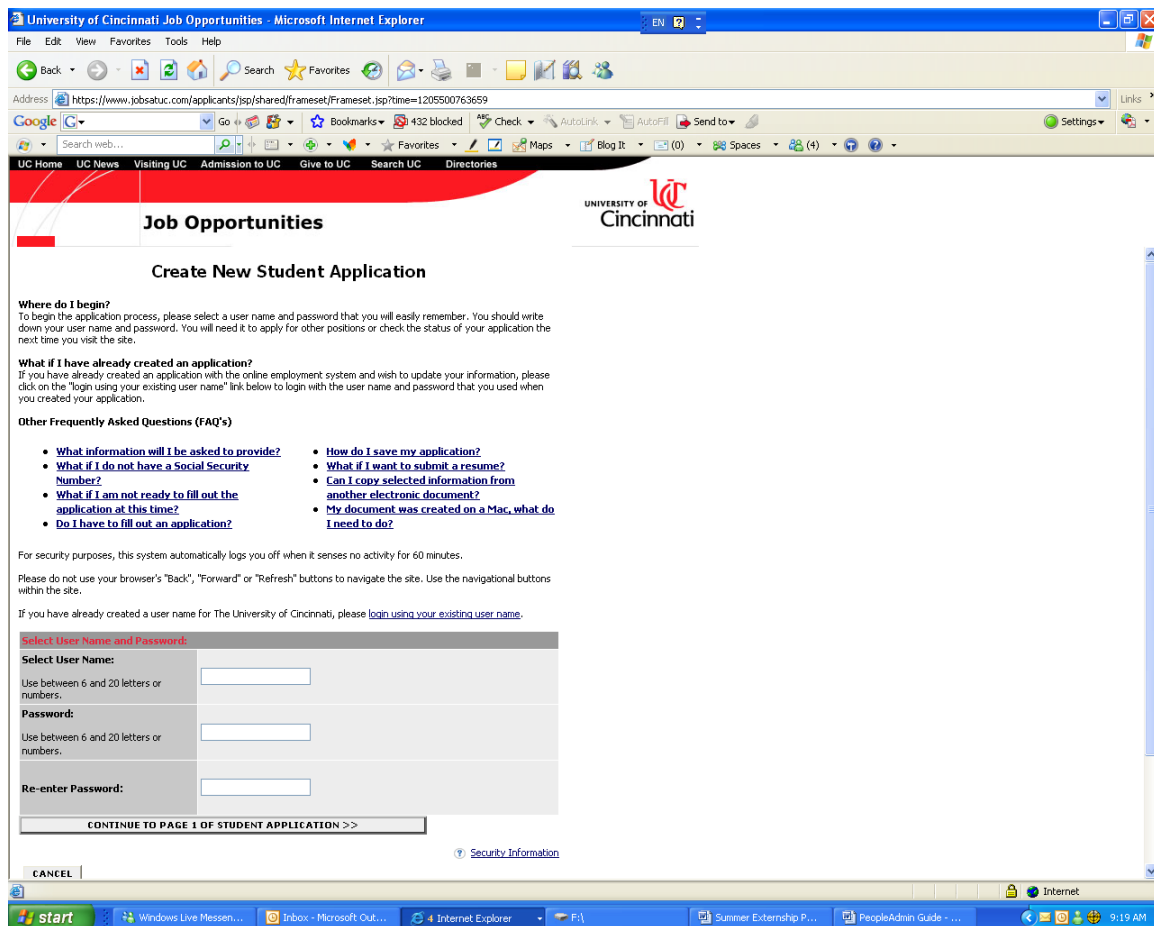


Fig.3

3) Create your user name and password and then click on the “CONTINUE TO PAGE 1 OF STUDENT APPLICATION” tab. (Fig.3)

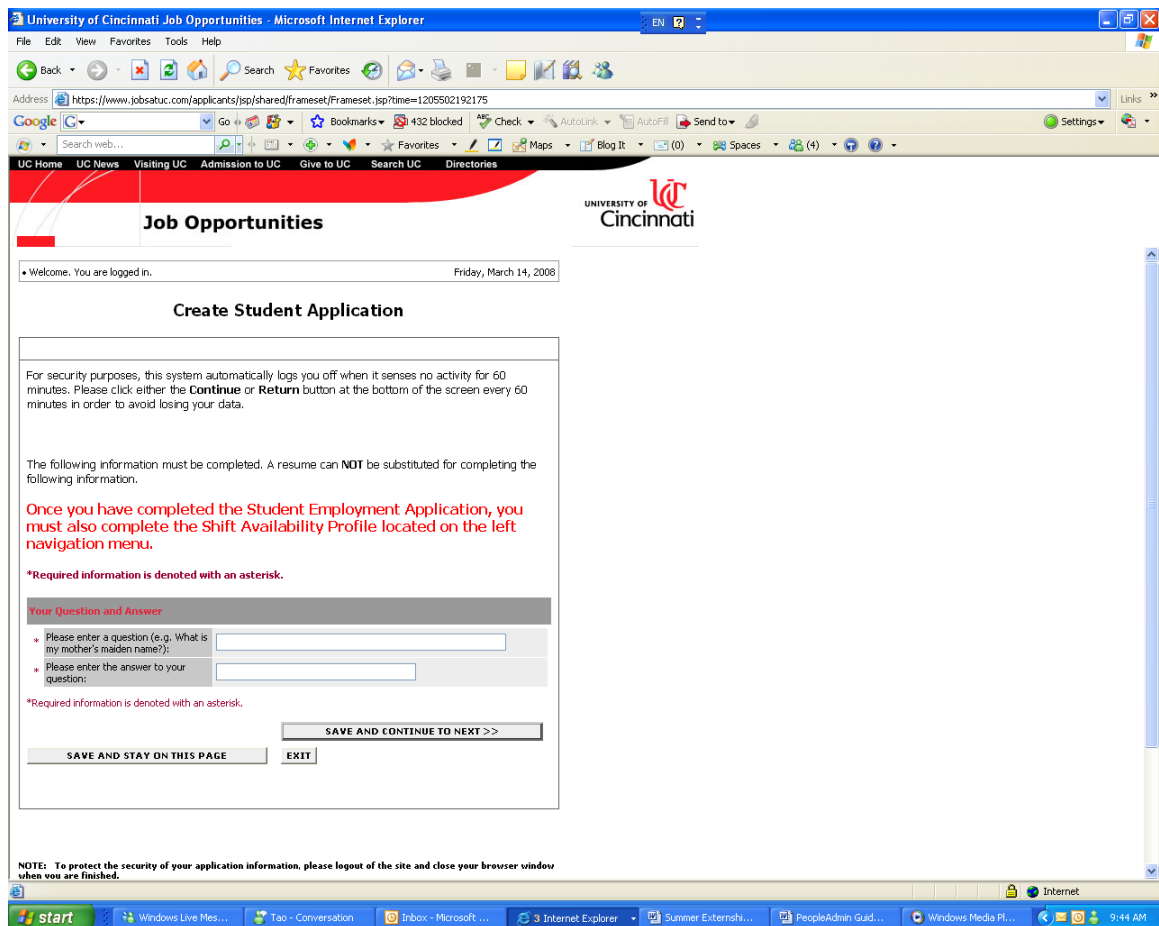


Fig.4

4) The system will prompt you to enter a password reminder question.

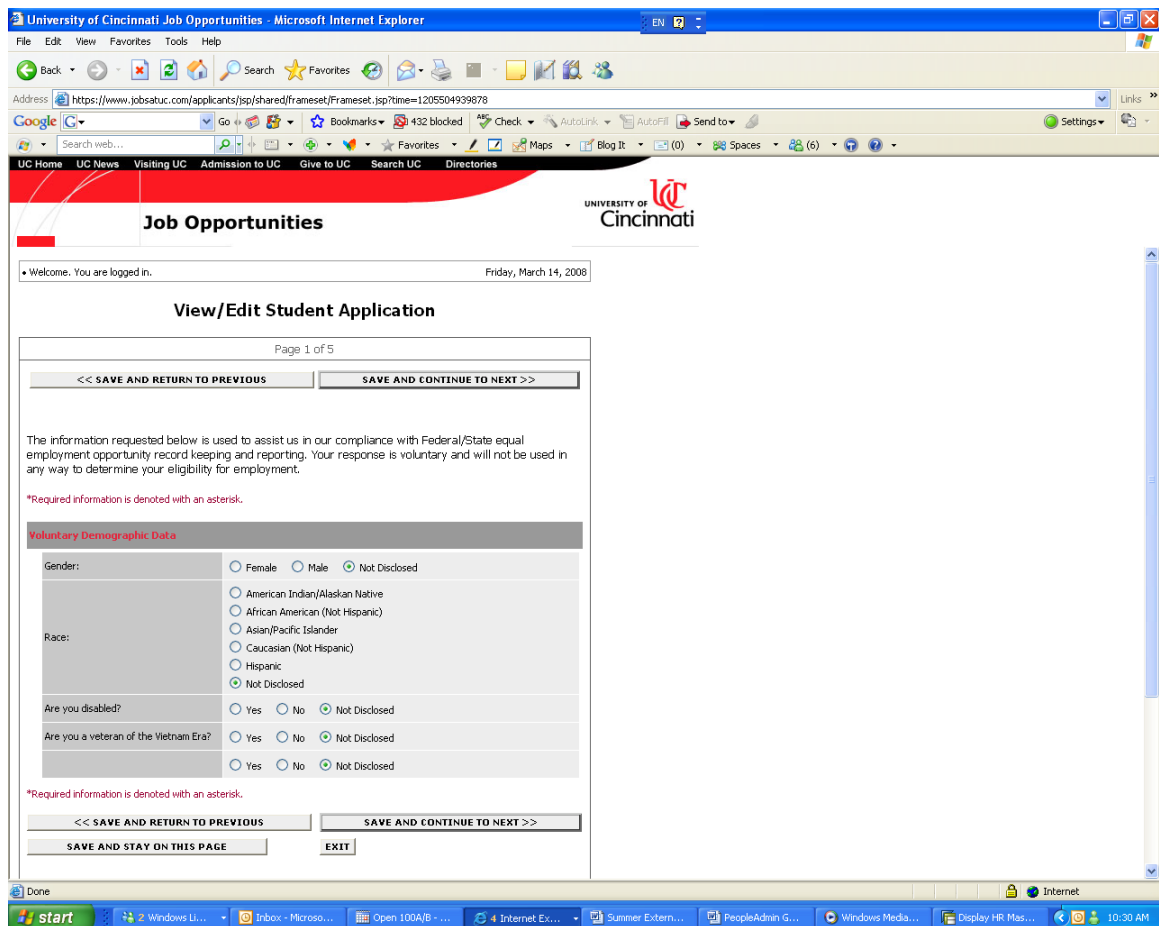


Fig.5

5) On a voluntary basis, enter your demographic information on the next page, then click “SAVE AND CONTINUE TO NEXT” tab. A number of pages following are not included but they are self-explanatory. After you put in the information, just click the “SAVE AND CONTINUE TO NEXT” tab to continue. If you don’t have or do not want to enter fields that are not labeled as required, you can skip those questions.

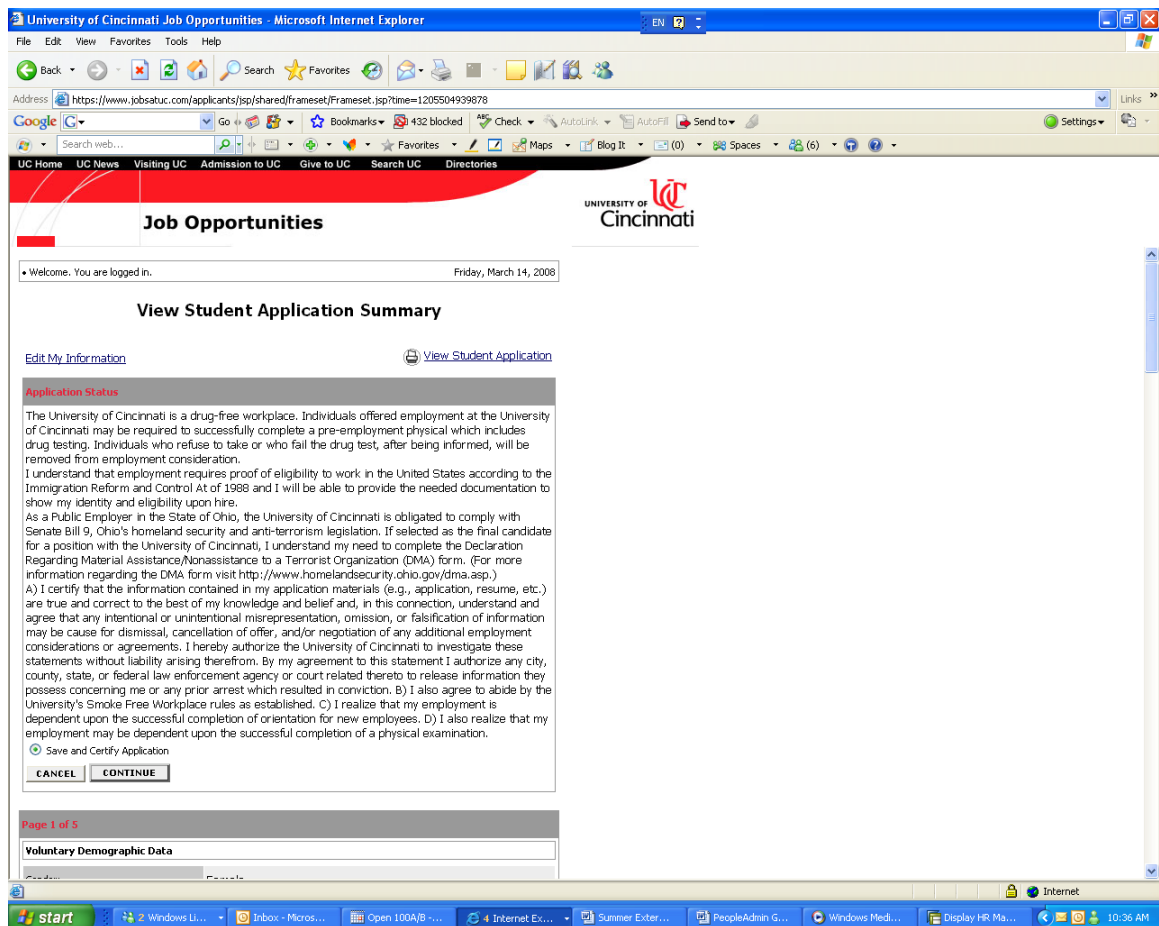


Fig.6

6) When you finally reach this page, confirm and certify your personal information.

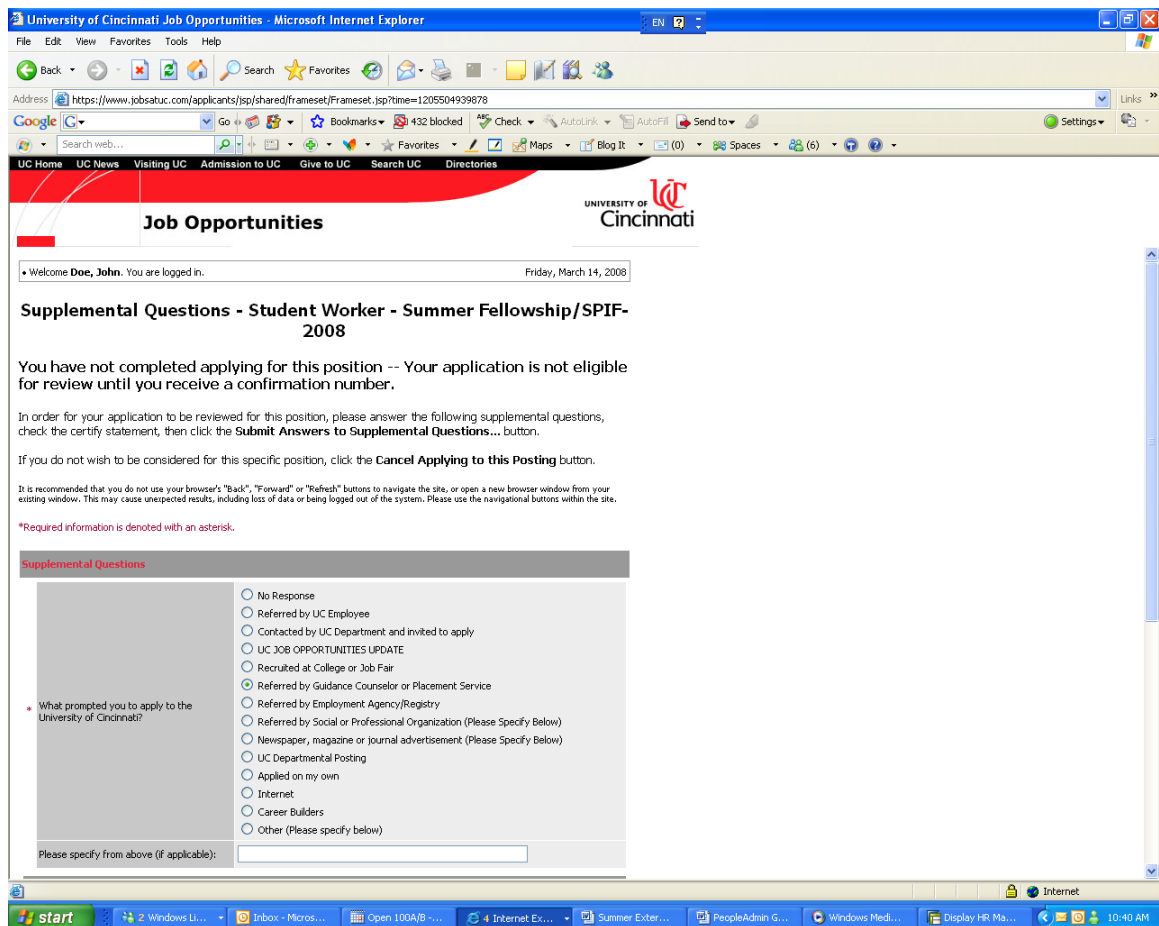


Fig.7

7) On the supplemental question page, choose “Referred by Guidance Counselor or Placement Service”.



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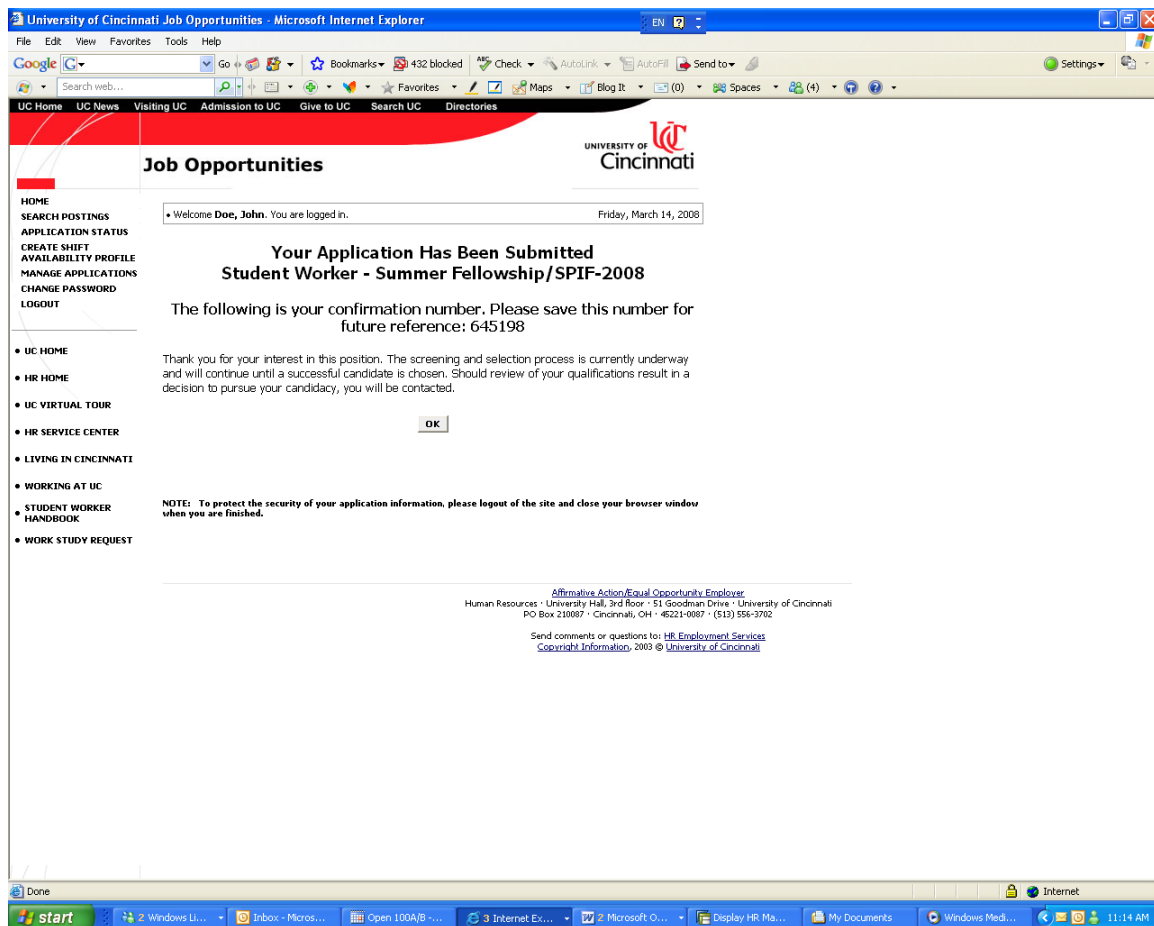


Fig.9

9) After attaching your documents, you can submit your application. Your application is NOT complete until you see the confirmation page with a unique CONFIRMATION number assigned to you. Keep that number in case you need technical support.

10) You would need to print a hard copy of your application and sign, date, and turn it in to the Dean's Office together with the other paper work specified below.

Once finish this process, you should submit the paper forms required for hiring. If you are currently on UC payroll (either working in the College of Law or other UC departments and receiving paycheck), unless you have updates to make, e.g., change of address, tax withholding change, etc., you don't have to fill the paper forms again. The forms required will be included in the HR Application Packet available in the Business Office (Dean's Office). The forms included in the packet are all required. When you are done with the paper forms, bring them along with the original supporting document for Form I-9 to the Business Office.

If you are currently on UC payroll and have direct deposit set up, you don't need to set up the direct deposit again unless you want to change your information. The payroll deposit is different from your student account which you receives scholarship or student loan.

The following documents are available for download from UC HR website:

- Declaration of Material Assistance

http://www.uc.edu/hr/documents/forms/employment_svcs/dma_form.pdf

- Form I-9, Employment Eligibility Verification

http://www.uscis.gov/files/form/I-9_IFR_02-02-09.pdf

- Ohio Public Employees Retirement System Personal History Record

<https://www.opers.org/forms/formorder-member.shtml#arp> choose **Form-A**

- Federal Tax Form W-4

<http://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=3>

- State Tax Form (choose one that applies to you)

Ohio (IT4)

http://tax.ohio.gov/documents/forms/employer_withholding/Generic/WITH_IT4.pdf

Kentucky

<http://revenue.ky.gov/NR/rdonlyres/690434A9-D933-4F06-8228-6C70D441A8E0/0/42a804.pdf>

Indiana (WH4)

<http://www.in.gov/dor/taxforms/pdfs/wh-4.pdf>

- Direct Deposit Application Form

http://www.uc.edu/af/documents/payroll/DirectDeposit_branded_R.pdf

The following documents are not available online but they are included in this Guide.

- OPERS Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945 (11-2004)) ---Page 11
- Warning message about the earning from this job affecting your IRA deduction. (Required to read and initial)

Statement Concerning Your Employment in a Job Not Covered by Social Security

Employee Name: _____ **Soc. Sec. #** _____

Employer Name: University of Cincinnati

Employer ID# 1630

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to the Social Security publication, "Windfall Elimination Provision."

Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) Social Security benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security, $\$500 - \$400 = \$100$. Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to the Social Security publication, "Government Pension Offset."

For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or, for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

Signature of Employee _____ **Date** _____

Form SSA-1945 (11-2004)

WARNING

1. If you are married and file jointly.
2. If you or your spouse have significant income.
3. If you claim an IRA deduction.

If you choose to accept an appointment in the UC Payroll system, you are considered to be covered by a retirement plan, even if you sign the request for optional exemption. THIS MAY IMPACT THE DEDUCTIBILITY OR YOUR IRA DEDUCTION. You may wish to confer with your tax professional before accepting employment with UC.

Please initial this form indicating that you have read it.

Please initial

Were You Covered by a Retirement Plan?

If you were covered by a retirement plan (qualified pension, profit-sharing (including 401(k)), annuity, SEP, SIMPLE, etc.) at work or through self-employment, your IRA deduction may be reduced or eliminated. But you can still make contributions to an IRA even if you cannot deduct them. In any case, the income earned on your IRA contributions is not taxed until it is paid to you.

The "Retirement plan" box in box 13 of your Form W-2 should be checked if you were covered by a plan at work even if you were not vested in the plan. You are also covered by a plan if you were self-employed and had a SEP, SIMPLE, or qualified retirement plan.

If you were covered by a retirement plan and you file Form 2555, 2555-EZ, or 8815, or you exclude employer-provided adoption benefits, see Pub. 590 to figure the amount, if any, of your IRA deduction.