

SUMMER CAMP – NECESSARY PAPERWORK for HR/Payroll

NEW Summer Camp Employee

Non-Keefe

1. I-9 w/Identification(s) from list (proof of age)
2. W-4
3. Mandatory OBRA (see note 1 below)
4. CORI Level 3 w/proper identification

Keefe Staff Member

1. CORI Level 3 w/proper identification

Keefe Student

1. I-9 w/Identification(s) from list (proof of age)
2. W-4
3. CORI Level 3 w/proper identification

RETURNING Summer Camp Employee

Non-Keefe

1. W-4
2. CORI Level 3 – check expiration
3. ID showing proof of age (check)

Keefe Staff Member

1. CORI Level 3 – check expiration

Keefe Student

1. W-4
2. CORI Level 3– check expiration
6. ID showing proof of age (check)

Notes:

1. If a non-Keefe person works Summer Camp and is **currently** enrolled in MA Teachers Retirement, they do not have to contribute to Mandatory OBRA.
2. When KT students work at for Summer Camp, they do not have to contribute to Mandatory OBRA. However, when a KT student graduates and continues to work Summer Camp, we need to take out Mandatory OBRA.