

UNIVERSITY OF UTAH MECHANICAL ENGINEERING NEW HIRE FORM

UNIVERSITY OF UTAH  
MECHANICAL ENGINEERING DEPARTMENT  
RA/LAB TA/ GRADER INFORMATION SHEET

Personnel Information

**\*\* Note: Return completed form to MEB 2110 AND set up an appointment to complete the online I-9 form.\*\***

Date \_\_\_\_\_

U ID# \_\_\_\_\_ UNDERGRADUATE  (or) GRADUATE

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Local Home Phone # \_\_\_\_\_ Gender:  Female  Male

Email \_\_\_\_\_ Birth date \_\_\_\_\_

Country of citizenship \_\_\_\_\_ Emergency contact person \_\_\_\_\_

Emergency contact relationship to you \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Have you formerly worked or are you now working for any other U of U department? Yes  No

If yes, please print: Department name: \_\_\_\_\_

Dates of employment there: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

- |  |  |
|--|--|
| Ethnicity: <input type="checkbox"/> White, non- Hispanic   | Eligibility: <input type="checkbox"/> U.S. Citizen or National |
| <input type="checkbox"/> Black, non- Hispanic              | <input type="checkbox"/> Alien, permanent resident             |
| <input type="checkbox"/> Hispanic                          | <input type="checkbox"/> Alien, temporary                      |
| <input type="checkbox"/> Asian, Pacific Islander           | <input type="checkbox"/> Alien, waiting for document           |
| <input type="checkbox"/> American Indian or Alaskan Native |  |

Education:  High School Graduate Disabled:  No  Yes

Some College

Technical School

Two-year college

Bachelor's Degree

Master's Degree

Doctorate

Veteran: **No Military Service**

Vietnam Era Veteran

Special Disabled Other Veteran

Other Veteran \_\_\_\_\_

**Have your faculty supervisor fill in the following:**

Name of Faculty Supervisor: \_\_\_\_\_ Student Job Title: \_\_\_\_\_

Salaried:  Hourly:  (check ONE) Number of Work Hours per week: \_\_\_\_\_

Account #: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Rate: \$ \_\_\_\_\_ Per Hour:  Monthly:  Annually or Exact:

Supervisor's Signature: \_\_\_\_\_

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**LISTS OF ACCEPTABLE DOCUMENTS**

LIST A Documents that Establish Both Identity and Employment Eligibility	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		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		1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)		4. Voter's registration card		4. Native American tribal document
		5. U.S. Military card or draft record		5. U.S. Citizen ID Card <i>(Form I-197)</i>
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
		7. U.S. Coast Guard Merchant Mariner Card		
		8. Native American tribal document		7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
	9. Driver's license issued by a Canadian government authority			
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

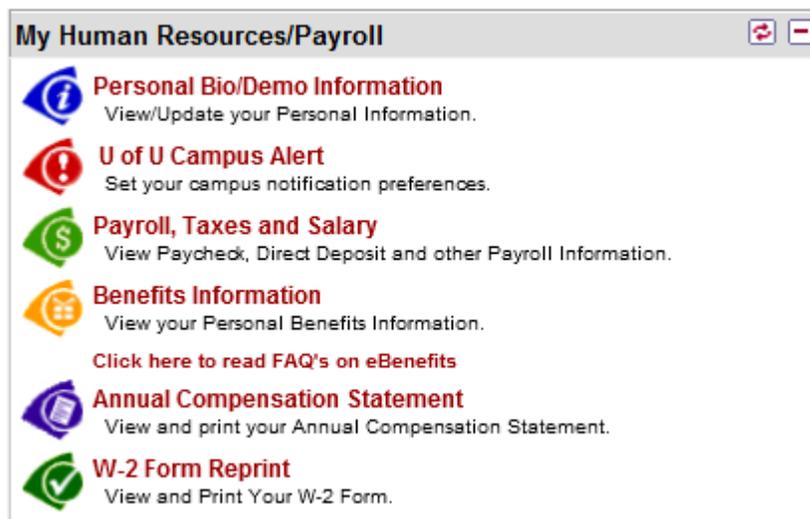
**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**

## Direct Deposit Set-up

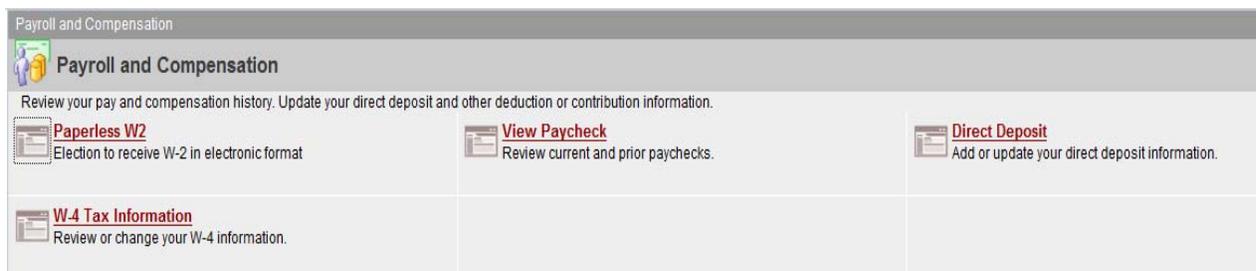
The employees at the University of Utah are now able to change their own Direct Deposit information through the Campus Information System using the Direct Deposit Self Service. The address to the portal is: [www.cis.utah.edu](http://www.cis.utah.edu).

## How to Access Payroll Information

- Log into the Campus Information System
- Click on Payroll, Taxes and Salary



- Select Direct Deposit



This option will let you set up a new account, change your direct deposit information, delete accounts, and suppress your advice.

**Direct Deposit**  
LYNN,MEGAN

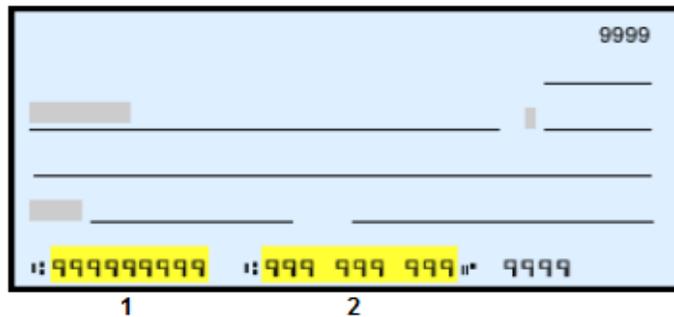
Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt Pct	Deposit Order	

[Return to Payroll and Compensation](#)

If you are a first time user, click the **Add Account** button.

- Select either Checking or Savings account
- In the Deposit Type box, you will need to select **Balance**. (Note: If you try to select anything else it will automatically change to balance)
  - Balance means everything that is left after any other priorities are taken out, so in the case of only one account with no other priorities it would mean the entire net pay.
- You will not need to put anything in the Amount/Percentage box for the balance row.
- Enter the bank transit/routing number. See example below for determining routing and account number.

**Check Example**



**1 - Routing Number**  
**2 - Account Number**

- Enter your account number. (DO NOT include dashes, enter numbers only)
- Your Deposit Order number for your Balance row must be 999
- Click the **Save** button. You will get the following confirmation message.

UNIVERSITY OF UTAH MECHANICAL ENGINEERING NEW HIRE FORM

Direct Deposit

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**Save Confirmation**



The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK

You are now on the system and can enter your time on Kronos. Starting with the next pay period, please go to [www.kronos.utah.edu](http://www.kronos.utah.edu) (preferably with Internet Explorer), click on "Employee Time Entry," type in your student/employee UNID number for the same username and then your password. After logging on, you'll come to your Timecard. Enter your time "in" and "out" on each day that you work. (Note that whereas you do not get paid for holidays, place those hours, if worked, on another day.) After saving this page, click on the "Reports" link (located on the upper right corner, under the help link). Check to see that on the left side under "Available Reports," "Time Detail" is highlighted, and then click on "View Report." On the day that timecards are due (typically two days before the 15 of each month and again two days before the end of the month), please print a copy of your report and turn it to a staff member in the ME Main Office (MEB 2110). This report or timecard is required before you paycheck will be made available to you. If you have questions regarding this process, please contact Sheila Olson via email at [Sheila.olson@utah.edu](mailto:Sheila.olson@utah.edu) or at (801)581-4164.