



THE UNIVERSITY OF UTAH
DEPARTMENT OF
MECHANICAL ENGINEERING

New Hire Information Sheet

Please Print Legibly

NOTE: PLEASE RETURN COMPLETED FORM TO ME OFFICE 1550 MEK AND COMPLETE THE ONLINE I-9 FORM

DATE: _____

UID: _____ UNDERGRADUATE: GRADUATE: N/A:

NAME: _____ SOCIAL SECURITY: _____ - _____ - _____

CURRENT ADDRESS: (UTAH REQUIRED) _____

CITY: _____ STATE: _____ ZIP: _____ GENDER: MALE FEMALE

LOCAL HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____ DATE OF BIRTH: _____

COUNTRY OF CITIZENSHIP: _____ MARITAL STATUS: _____

EMERGENCY CONTACT NAME: _____ CONTACT PHONE: _____

ADDRESS (UNITED STATES REQ.): _____

CITY: _____ STATE: _____ ZIP: _____ RELATIONSHIP: _____

HAVE YOU FORMALLY WORKED OR ARE YOU CURRENTLY WORKING FOR ANY OTHER DEPARTMENT AT THE

UNIVERSITY OF UTAH? YES NO IF YES: DEPARTMENT NAME: _____

DATE OF EMPLOYMENT: _____ SUPERVISOR'S NAME: _____

ARE YOU HISPANIC OR LATINO? YES NO WHAT IS YOUR RACE? SELECT ONE OR MORE.

AMERICAN INDIAN OR ALASKA NATIVE

NATIVE HAWAIIAN OR PACIFIC ISLANDER

ASIAN

WHITE

BLACK OR AFRICAN AMERICAN

EDUCATION:

- HIGH SCHOOL GRADUATE
- SOME COLLEGE
- TECHNICAL SCHOOL
- ASSOCIATES DEGREE
- BACHELOR'S DEGREE
- MASTER'S DEGREE
- DOCTORATE

ELIGIBILITY:

- U.S. CITIZEN OR NATIONAL
- ALIEN, PERMANENT RESIDENT
- ALIEN, TEMPORARY
- ALIEN, WAITING FOR DOCUMENT

DISABLED:

- YES
- NO

VETERAN:

- YES
- NO

FACULTY OR SUPERVISOR USE ONLY

NAME OF FACULTY OR SUPERVISOR: _____

JOB TITLE: _____

SALARIED HOURLY NUMBER OF HOURS PER WEEK: _____ CHARTFIELD: _____ - _____
(FUND) (ACTIVITY/PROJECT)

RATE: \$ _____ HOURLY MONTHLY YEARLY HIRE DATE: _____ END DATE: _____

SUPERVISOR'S APPROVAL SIGNATURE: _____

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

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

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
1. U.S. Passport or U.S. Passport Card		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. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
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 (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status 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.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
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		For persons under age 18 who are unable to present a document listed above:		
		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).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

DIRECT DEPOSIT AUTHORIZATION FORM

****REQUIRED-** Employee must provide a copy of the University ID badge for all changes to an existing direct deposit account.** Form will not be processed without copy of picture id

Form is due to the payroll office by 3:00 p.m. 1 business day before Pay Period End.

I HEREBY AUTHORIZE THE UNIVERSITY OF UTAH TO DEPOSIT MY NET PAY EACH PAY DAY DIRECTLY TO THE ACCOUNT(S) INDICATED BELOW. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO CHECK MY ACCOUNT EACH PAY DAY TO ENSURE THAT MY MONEY WAS CORRECTLY DEPOSITED. THIS AUTHORITY WILL REMAIN IN EFFECT UNTIL A NEW FORM IS FILED. THE UNIVERSITY WILL NOT BE LIABLE FOR EMPLOYEE BANK CHARGES RESULTING FROM PROBLEMS ASSOCIATED WITH DIRECT DEPOSIT SUCH AS: ERROR IN EMPLOYEE PROVIDED BANK INFORMATION, OR LACK OF EMPLOYEE NOTIFICATION WHEN A BANK ACCOUNT IS CLOSED. MAKE SURE ALL INFORMATION PROVIDED IS LEGIBLE.

Please add any specific instructions for direct deposit set up:

*EMPLOYEE NAME (required field)		*DATE (required)	*PHONE NUMBER (required field)
*UNIVERSITY ID # (required field)	DEPARTMENT # (required field)	*REQUIRED SIGNATURE*	

DISTRIBUTION #1: _____ % OR \$ _____

*BANK OR CREDIT UNION NAME	*CHECKING OR SAVINGS
*TRANSIT (ABA)/ROUTING NUMBER	*ACCOUNT NUMBER

DISTRIBUTION #2: THE REMAINDER OF NET PAY (PARTIAL DIRECT DEPOSITS ARE NOT ACCEPTABLE)

*BANK OR CREDIT UNION NAME	*CHECKING OR SAVINGS
*TRANSIT (ABA)/ROUTING NUMBER	*ACCOUNT NUMBER

Illustrated below is an example of a check with the routing number and account number indicated:

2011	
_____ 20__	21-09215258
PAY TO THE ORDER OF _____	\$ _____
_____ DOLLARS	
FOR _____	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">322282713</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">00012345608</div>
Routing Number	Account Number

You are now on the system and can enter your time in Kronos. Starting with the next pay period please go to <https://www.kronos.utah.edu> (preferable with Internet Explorer), click on "Employee Time Entry", type in your student/employee UNID number for your user name 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 15th of each month and again two days before the end of the month), please print a copy of your report and turn it into the designated spot in the ME Main Office. This report on timecard is required before your paycheck will be made available to you. If you still have questions with this process please contact Sheila of the staff. Thank You.