New Hire Information Sheet

THE UNIVERSITY OF UTAH
DEPARTMENT OF MECHANICAL ENGINEERING

Please return completed form to kirstin.schmutz@utah.edu AND make an I-9 appointment:

https://outlook.office365.com/owa/calendar/
MechanicalEngineeringI9appointments@UofUtah.onmicrosoft.com/bookings/

UNID: _____ UNDERGRADUATE: GRADUATE: N/A: DATE: _____

NAME: _____ SOCIAL SECURITY: _____ - _____ - _____

CURRENT ADDRESS: (UTAH REQUIRED) _____APT #:_____

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: DEPARMENT 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: ELIGIBILITY:
HIGH SCHOOL GRADUATE   U.S. CITIZEN
SOME COLLEGE   NON-CITIZEN NATIONAL OF U.S.
TECHNICAL SCHOOL   LAWFUL PERMANENT RESIDENT
ASSOCIATES DEGREE   ALIEN AUTHORIZED TO WORK
BACHELOR'S DEGREE
MASTER'S DEGREE
DOCTORATE

FACULTY OR DEPARTMENT 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
 	
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
 	
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
 	
4. Employment Authorization Document that contains a photograph (Form I-766)
 	
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.
 	
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
		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
		
		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
		
		3. School ID card with a photograph
		
		4. Voter's registration card
		
		5. U.S. Military card or draft record
		
		6. Military dependent's ID card
		
		7. U.S. Coast Guard Merchant Mariner Card
		
		8. Native American tribal document
		
		9. Driver's license issued by a Canadian government authority
		
		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
				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. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
				
				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
				
				4. Native American tribal document
				
				5. U.S. Citizen ID Card (Form I-197)
				
				6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
				
				7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

ME New Exempt Student Information

Friday, August 16, 2024

New Exempt Graduate Student Checklist to be completed on or before first day of employment

- [ ] Log in to Campus Information Services for the First Time to change your password. Default password is birthday in mmddyy format. Default password must be changed.
- [ ] Complete College of Engineering Lab Safety Training. Watch video and take quiz. Save copy of certificate.
- [ ] Complete Intellectual Property Agreement for student employees. Save copy of electronically signed doc.
    - [ ] Select Create button on second option down for student employees.
    - [ ] Read through agreement, then type name at bottom of the form and select Accept.
- [ ] Make an in-person appointment to complete electronic I-9.
    - [ ] Bring I-9 acceptable documents (one from List A or one from Lists B and C). Original documents are required and photocopies are not accepted.
- [ ] Before arriving at your in-person appointment, send email to Kirstin Schmutz with the following documents:
    - [ ] Completed New Hire Information Sheet.
    - [ ] For students beginning grad programs, provide offer letter from advisor.
    - [ ] Lab Safety Training certificate.
    - [ ] Completed Intellectual Property Agreement.
- [ ] During in-person appointment, review payroll specific information.
    - [ ] Terms of employment:
        - [ ] Title/classification based on funding source. Graduate Teaching Assistant, Graduate Research Assistant, Graduate Assistant (Research Focus), or Graduate Fellow.
        - [ ] Amount earned per pay period
        - [ ] Number of hours expected to work per week. Grad students work in the research lab more than they are paid for, but hours on top of that are toward your educational pursuits.
    - [ ] Pay periods. Exempt students are not required to submit hours.
        - [ ] 1st through 15th of the month is paid on the 22nd of the month.
        - [ ] 16th through the last day of the month is paid on the 7th of the following month.
    - [ ] Student-employee FICA exclusion. Grad students must be enrolled and registered for more than 3 credit hours in the current semester and employed less than 30 hours per week. If not enrolled in summer semester for stated credit hours, student will not qualify for FICA exclusion and tax withholdings will increase.
- [ ] Check in with Graduate Advisor Michelle Turner to review registering for classes, Tuition Benefit Program, Student Health Insurance policy, enrollment in Canvas ME EN Grad page, orientation etc.

Things to do within the first week of employment

- [ ] Set email alias in the suggested firstname.lastname@utah.edu format.
- [ ] Campus Information Services (CIS) Employee sections:
    - [ ] May not be available for several days after start date.
    - [ ] Employee Self Service Apps > Personal Bio/Demo Information to update your personal information, including your University email address. Note: This email address will appear on the University campus directory.
    - [ ] U of U Campus Alert section to set your campus notification preferences.
    - [ ] Payroll, Taxes and Salary section to set up
        - [ ] Direct deposit. See Direct Deposit Help.
            - [ ] If not set up before the end of the pay period, a check will be mailed to the address in CIS.
            - [ ] Payroll processing makes feature unavailable twice/month. Check again after 7th or

22nd of month.
- [ ] W-4 tax withholdings
- [ ] Elect to receive W-2 electronically
- [ ] View paycheck details
- [ ] Get UCard at Union Building, room #158. UCard Services. UTA (bus, Trax, etc.) will automatically be activated.
  - [ ] Once you receive UCard, submit Building and Lab Access Form to activate building and/or lab access.
    - [ ] Most areas are UCard accessible but some are accessed with a physical key. $20 cash deposit required, refundable when physical key is returned.
- [ ] Select and pay for Parking Permit, if needed.
- [ ] Review mandatory effort reporting (ePAR) summary if paid on research project. Certification due quarterly around January, April, July, and October. Email will be sent to utah.edu email address.

Resources
- [ ] Department Graduate Program website
- [ ] Graduate School website
- [ ] Living in Utah resources
- [ ] Email opers@eng.utah.edu for IT help and access to shared printers if PI approves
- [ ] Department purchasing procedures