

## Employment Forms for New Employees at TU

The Office of Human Resources and Risk Management will review documents and complete the employer portion of I-9 forms. Other forms may be completed before employees arrive at this office.

### I-9 Forms

New I-9s are required for first-time employment at TU. Re-hires need new I-9s if the one on file is over three years old.

I-9 Forms must be completed on or before the first day of employment. Acceptable documents are listed on the I-9. We photocopy all documents. All documents must be originals, not copies.

If documentation of employment eligibility is not available, they have three days to provide acceptable documents.

International employees must have:

- Foreign passport with an I-94; and an I-20, IAP-66 or DS-2019 etc.
- Employment Authorization Card (that contains a photo)
- Or, other documents listed on the I-9

Other employees and citizens must have documents from list A, or from list B and C:

<b>A</b>	<b>or</b>	<b>B</b>	<b>and</b>	<b>C</b>
U. S. Passport		Unexpired Driver's license		Social Security Card (non restricted)
Permanent Resident Card		Appropriate government ID		Birth Certificate (original or certified)
Or, other documents listed on the I-9		School ID that contains a photo		Native American tribal document
		Native American tribal document		U. S. Citizen ID card
		Or, other documents listed on the I-9		Or, other documents listed on the I-9

Completed I-9s are electronically verified against the Department of Homeland Security's (DHS) database.

### Social Security Cards

All employees are asked to present their social security card. We photocopy all cards.

To get their first social security card, International employees, take the paperwork listed above, plus their offer of employment to the Social Security office. Students will take two letters from International Student Services (one of them must be signed by the department that employs them).

Lost cards can be replaced by taking acceptable, current photo IDs to the Social Security office. Applicants for replacement cards will be given a letter to prove that they have applied. This letter can be used as I-9 documentation, but only for a short time to allow for receipt of the replacement card.

### Direct Deposit Authorizations

Direct deposit is encouraged for all employees. It is mandatory for student employees. This requires a Direct Deposit Authorization and bank account information from a voided check.

### W-4 Forms

All new employees must complete a W-4 tax form.

### Other Forms

International employees must complete an "orange" form that relates to taxes.

### Personal Data Sheets

First-time, non-student employees must complete a Personal Data Sheet.