DEPAUW UNIVERSITY
BRIEF INFORMATION FOR NEW EMPLOYEES

Human Resources

Employment Eligibility Verification (Form I-9): In accordance with regulations established by the U.S. Department of Homeland Security, Citizenship and Immigration Service (USCIS), all employees hired after November 6, 1986 must complete Form I-9. Employees are required to complete the form and present acceptable documents that establish identity and employment eligibility to the Office of Human Resources on or before the first day of employment. The Lists of Acceptable Documents are on the reverse side of this information sheet. You may present one item from List A or one item from List B and one item from List C.

Federal and Indiana State Withholding Forms: All new employees must report to the Office of Human Resources, located on the main level of the Administration Building, to complete Federal and Indiana State Withholding Forms. These forms should be completed within the first day employment begins and must be completed before a pay check can be issued. The Office of Human Resources may be reached at extension 4181.

Employees who have had a break in employment, change of address, or a change in other personal information may also need to complete new withholding forms. Please contact the Office of Human Resources to review current information on file.

Identification (ID) Cards: Identification cards are issued to all regular, part-time and full-time employees and their dependents as defined by the Internal Revenue Code and/or DePauw University. Only dependents, age 16 and over, will be issued separate ID cards. ID cards can only be issued after you have completed your withholding forms and fulfilled the requirements of Form I-9. Please allow up to three (3) business days for processing of your forms before reporting to the ID-One Card Office to receive your ID card(s). The ID-One Card Office is located in the basement of the Memorial Student Union Building, 408 South Locust Street. This office may be reached at extension 4253.

Orientation: All full-time employees must attend an orientation session no later than 5 business days following their first day of employment. The University’s benefit programs will be explained and you will have an opportunity to enroll. Since a number of health insurance and retirement plans are offered, employees are required to make personal selections. Some of the benefit programs impose penalties on employees wishing to enroll more than 30 days following their date of eligibility. Please contact the Office of Human Resources at extension 4181 to schedule an orientation session.

Parking: DePauw University provides parking designated for employees and any employee utilizing this space will need to display a current parking permit. Please contact the Office of Public Safety, 200 Memorial Student Union Building, 408 S. Locust Street, to register your vehicle and to obtain a parking permit. This office may be reached at extension 4261.

Pay Distribution: You must provide a copy of a voided check or deposit slip for direct deposit. Pay will be distributed by Direct Deposit according to the following schedule:

Nonexempt (hourly) employees – Direct Deposit will be made on a biweekly basis. If your supervisor does not have a copy of the schedule please contact the Office of Human Resources (ext. 4181).

Exempt (salary) employees - Direct Deposit will be made on a semi-monthly basis and funds are available on the 15th and last working day of each month.

*Your first check will be available for you to pick up in HR on your pay date.
*Direct Deposit pay statements are available via the ADP Self Service Portal.
# Lists of Acceptable Documents

**All documents must be UNEXPIRED**

**OR**

**AND**

## List A
**Documents that Establish Both Identity and 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. In the case of 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 the 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

## List B
**Documents that Establish Identity**

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

## List C
**Documents that Establish Employment Authorization**

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 Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
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. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification ID Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security