

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 on your first day of employment and must be received by Human Resources before a pay check can be issued.

NOTE: 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.

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 health insurance programs and retirement plan will be explained and you will have an opportunity to enroll. Benefit eligible employees are required to make insurance selections within 30 days following their date of hire. Since enrollment in the 403(b) retirement plan is optional, it does not have a deadline. New hire orientation is typically set up for you and scheduled on your first day of employment with the Office of Human Resources.

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. ID cards can only be issued after you have completed your withholding forms and fulfilled the requirements of Form I-9. 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 658-4253.

Parking: DePauw University provides parking designated for employees and any employee utilizing this space will need to display a current parking permit. You can visit the Office of Public Safety, at 101 E. Seminary (Lower Level), to register your vehicle and to obtain a parking permit. This office may be reached at 658-5555.

Pay Distribution: **You must provide a copy of a voided check 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.

- You can access the schedule at: <http://www.depauw.edu/offices/human-resources/importantdates2/> and clicking on Staff & Student Pay Schedule.

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.

- You can access the schedule at: <http://www.depauw.edu/offices/human-resources/importantdates2/> and clicking on Semimonthly Pay Schedule.
- 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 Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security