

College of Arts & Sciences

Information Sheet for New Hires

Graduate Student Employees

Below are the steps to complete a graduate student hire.

- Supervisor/Department—Please fill out the hire form and turn in page 2 to the Business Coordinator at least 2 weeks prior to hire. ****The new employee cannot start working until the hire is completed and the I9 is completed in-person in HR/Payroll.**
- The Business Coordinator will initiate a graduate student contract for the department and student to sign. This will come by email from DocuSign. **This has to be received before we can start the hiring process, so it is important to complete this as soon as possible.**
- After the contract has been completed, the business coordinator will enter the hire in the system. Once this is done, the student will receive an email from HR that will instruct them to click on a link and enter their personal data. When this is submitted, the student will receive their on-boarding email. An email from i9complete@trackercorp.com with a link to complete section 1 of the i9 online.
- After the online section 1 of the i9 is completed, the student must go to the HR/Payroll office and complete the rest of the i9 in person. **The student cannot start working until the in-person part of the i9 is completed.** Only after section 1 of the i9 is completed online, should the new hire go to Payroll Services to complete their I-9.
 - The new hire should bring ORIGINAL identification documents to Payroll Services to complete Section 2 of the I-9 by the first day of work.
 - A list of acceptable original documents is included on page 3 of this packet.
- Background checks must be completed before work begins if the student is a teaching assistant. An email will be sent by Sterling Infosystems. The business coordinator will contact the graduate school and request the background check to be sent to the student.

Human Resources & Payroll

Campus Address:

[Hastings Hall](#)

1320 Bolley Drive

Fargo, ND 58102

Job Title _____

Last Name _____ First Name _____

Student ID (if known) _____

Student Email _____

Start Date _____ (This date cannot be before completing the i9 in-person in Payroll Services. Please allow 2 weeks to go through the entire hiring process.)

Type of work:

- Teaching Assistant
- Research Assistant/Lab
- Research Assistant/Field work
- Service Assistant
- Grader
- Other _____

M.S. Ph.D. Program _____

Supervisor _____

Rate of Pay _____ per pay period monthly

Hours per week _____

Funding Source _____ Tuition Waiver (160 hours/semester)? Yes No

Details

Working Other Job on Campus? Yes No

If yes, department name and contact: _____

If yes, number of hours worked weekly in the other position: _____

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
<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (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 	OR	<ol style="list-style-type: none"> 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 <li style="text-align: center;">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 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (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 the Handbook for Employers (M-274).