

College of Arts & Sciences

Information Sheet for New Hires

Time Slip Employees

Below are the steps to complete a time slip student or non-student temporary hire.

- Supervisor/Department—Please fill out the hiring packet and turn in page 2 to the Business Coordinator at least 1-2 weeks prior to hire. ****The new employee cannot start working until the hire is completed and the business coordinator emails you that the hire is completed.**
- After the online onboarding is completed, the new hire needs to go to Payroll Services to complete their I-9.
 - ❖ The new hire must complete Section 1 of the I-9 online in their on-boarding activity guide, no later than the first day of work. Section 1 should be completed prior to going to Payroll Services with their original identification documents.
 - ❖ 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. If the new hire has not completed Section 2 by the third day of work, the employee's position will be terminated and the hire process will need to start over.
 - ❖ A list of acceptable original documents is included on page 3 of this packet.
- The Business Coordinator will email the new employee a template and instructions on logging hours worked. At the end of every pay period, (the 15th and last business day of the month) a completed and signed (by both employee and faculty supervisor) time slip needs to be turned in to the Business Coordinator. **Payroll Services will not accept late time slips.** Those hours would have to wait and go on to the following pay period.

Job Title _____

Last Name _____ First Name _____

Student ID (if known) _____

Applicant Email _____

Start Date _____ (This date cannot be before completing the hire through recruiting solutions. Please allow 1-2 weeks to go through the recruiting solutions hiring process.)

Type of work:

- Research
- Laboratory
- Field Work
- Animal Care
- Grader
- Other _____

Faculty Supervisor _____

Hourly rate of pay _____ (Note: If higher than \$13/hour, will need pay justification.)

Hours per week _____

Funding source _____

Details

Working Other Job on Campus? Yes No

➤ Department name and contact: _____

➤ Number of hours worked weekly in the other position: _____ (Maximum total hours a student can work among all jobs on campus is 20 per week.)

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	OR	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	AND	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 the Handbook for Employers (M-274).