New Hire Paperwork
Idaho State University – Human Resources

Congratulations on your new position with Idaho State University!

These are the forms that HR needs to set up your employment.
Please print and complete them before bringing them to HR with IDs for the I-9.
If you have questions about any of these forms, please contact HR at 208-282-2517 or hr@isu.edu.

W-4’s (Required)
Informs your employer about the amount of income taxes to withhold from each paycheck.

- **Federal W-4**: Steps 1 and 5 are required. Read directions carefully for the most accurate withholding.
- **Idaho W-4**: Fill out all information at the bottom of the first page.
  - If not living in Idaho during your employment, in line 1, you can write “exempt.”

Selective Service Statement (For Student and Temporary Employees, Required)
Indicates whether or not you are in compliance with the military draft laws.

- Male civilians between ages 18-25 are required to register for the draft. Check one box, sign, and date.

Affirmative Action (For Student and Temporary Employees, Optional)

- Fill out as much or as little as you would like.

I-9 Employment Eligibility Verification (Required)
If the above link does not work on your computer, try this one: [I-9 Paper Version](#)
Used by the employer to verify the employee’s identity and employment authorization.

- Page 1 (required): Fill out everything down to the “Preparer and/or Translator Certification” section, and indicate whether or not you used a preparer and/or translator.
  - Email address: if you do not have a Bengal number or ISU email address, our IT department will send that information to the email address indicated here.
  - International students or “4. An alien authorized to work,” contact HR for additional instructions.
- Page 2 (required): **This must be filled out by someone in HR or an authorized representative.**
  - You will need to bring original IDs (see “List of Acceptable Documents” on page 3 of the I-9).
    - Photocopies or expired IDs are not acceptable for the I-9.
  - If you are unable to visit any of our ISU campuses, please see the remote instructions below.

Payroll Direct Deposit Guide (Can be found at isu.edu/payroll)

- To get paychecks deposited directly to your bank account, follow these instructions as soon as you have access to BengalWeb. For additional questions, contact Payroll at 208-282-2517.

Remote Instructions:

- Original forms must be mailed to Human Resources, Stop 8107, 921 S. 8th Ave., Pocatello ID 83209.
  - We cannot accept faxed or scanned copies.
  - Please include a note with your start date, the department you are working for, and your position type (student, adjunct, temporary, full-time, etc.).
  - Also include photocopies of the IDs used for I-9 completion.
- I-9: An authorized representative will need to complete page two. This can be anyone other than yourself. We recommend contacting a local HR department at a local university to ask if they would be willing to complete this on ISU’s behalf. HR can provide instructions for authorized representatives if needed.

Thank you!