New Hire Paperwork
COVID 19 Instructions

Congratulations on your new position with Idaho State University!

Please complete the following forms.
If you have questions, call HR at 208-282-2517 or email hr@isu.edu.

For All New Employees:
☐ Required: State and Federal W-4s
  Informs the employer about the amount of income taxes to be withheld from each paycheck.
  • Federal W-4: Steps 1 and 5 are required. Read directions carefully for the most accurate withholding.
  • Idaho W-4: Information on page 1 is required.

  Used by the employer to verify the employee’s identity and employment authorization.
  • Page 1 (required): See page II for help on filling out the I-9.
  • Page 2: (must be filled out by the employer or an Authorized Representative)
    o Option 1: Email copies of your IDs (see page IV) along with completed paperwork to hr@isu.edu.
      ▪ HR will fill out page 2.
      ▪ You will need to bring your original IDs to the HR office later. Watch for an email from HR letting you know the deadline to bring those in.
    o Option 2: Have an Authorized Representative view your IDs and fill out page 2. This can be anyone except yourself, even friends or family members.
      ▪ If the Authorized Representative is not familiar with the I-9, see page III for instructions.
      ▪ You will NOT need to bring your IDs to the HR office later.
      ▪ Mail original I-9 (both pages) and copies of IDs to:
        Idaho State University HR Stop 8107, 921 S 8th Ave., Pocatello ID

Payroll Direct Deposit Guide (Can be found at isu.edu/payroll)
As soon as you have access to the Employee’s tab in BengalWeb, you can follow these directions to have your paychecks deposited to your bank account. For additional questions, contact Payroll at 208-282-3010.

For Student and Temporary Employees:
☐ Required: Selective Service Statement
  Indicates 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.

☐ Optional: Affirmative Action
  • Fill out as much or as little as you would like.

Email the Following to hr@isu.edu:
(These emails will be deleted once we have the required information)
• Your start date, your department, and the position type (student, temporary, full-time, adjunct, etc.)
• Scans or photos of your completed documents.
• Scans or photos of the IDs you choose for the I-9 completion
  Please check to make sure all information is legible.

Thank you!
How to Fill Out the I-9: Page 1 - New Employee

- **On your form:** complete all fields indicated here by a paw print, if it applies to you.
- **If new to ISU:** IT will send your ISU email address to the email address provided here.
- **International Students:** If you do not have a Social Security number, email the International Programs Office at ipomail@isu.edu.
- **If using an Authorized Representative,** mail original I-9 (both pages) and copies of IDs to:
  Idaho State University HR Stop 8107, 921 S 8th Ave., Pocatello ID 83209
- For **additional information,** visit uscis.gov/i-9, and click on “Instructions for Form I-9.”

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**Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)**

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Names Used (if any)</th>
<th>IF APPLICABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street Number and Name)</td>
<td>Apt. Number</td>
<td>City or Town</td>
<td>State</td>
<td>ZIP Code</td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
<td>U.S. Social Security Number</td>
<td>Employee’s E Mail Address</td>
<td>Employee’s Telephone Number</td>
<td>OPTIONAL</td>
</tr>
</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- [ ] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See instructions)
- [ ] 3. A lawful permanent resident (Alien Registration Number/USCIS Number)
- [ ] 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:

- [ ] 1. Alien Registration Number/USCIS Number:
- [ ] 2. Form I-94 Admission Number:
- [ ] 3. Foreign Passport Number:

Preparer and/or Translator Certification (check one):

- [ ] I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
- [ ] (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

Leave this section blank unless completed by a preparer or translator.

Call HR at 208-282-2517 or email hr@isu.edu if you have any questions.
How to Fill Out the I-9: Page 2 - Authorized Representative

- An Authorized Representative can be anyone except the employee.
- The Authorized Representative will need to:
  - **View the employee’s IDs** (see page 3 of the I-9 or “List of Acceptable Documents”).
  - The IDs must be originals or certified copies. IDs cannot be expired.
  - **Complete the applicable fields on the employee’s form**, indicated here by a paw print.
  - **Record one item from List A, OR one item from List B AND one item from List C**.
- If the Authorized Representative is not an ISU employee, write “Authorized Representative” as the title. Please use Idaho State University’s information, indicated below.

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### Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representatives must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the “List of Acceptable Documents.”)

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
<th>Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
<td>(ex.) Passport</td>
<td>Document Title</td>
<td>(ex.) Driver’s License</td>
<td>Document Title</td>
<td>(ex.) SSN</td>
</tr>
<tr>
<td>Issuing Authority</td>
<td>(ex.) USA (Country)</td>
<td>Issuing Authority</td>
<td>(ex.) Idaho (State)</td>
<td>Issuing Authority</td>
<td>(ex.) IDA000000A</td>
</tr>
<tr>
<td>Document Number</td>
<td>(ex.) #</td>
<td>Document Number</td>
<td>(ex.) #</td>
<td>Document Number</td>
<td>(ex.) 555-55-5555</td>
</tr>
<tr>
<td>Expiration Date (if any)</td>
<td>mm/dd/yyyy</td>
<td>Expiration Date (if any)</td>
<td>mm/dd/yyyy</td>
<td>Expiration Date (if any)</td>
<td>mm/dd/yyyy</td>
</tr>
</tbody>
</table>

**International Students**

<table>
<thead>
<tr>
<th>Document Title</th>
<th>(ex.) I-20</th>
<th>Document Title</th>
<th>(ex.) I-94</th>
<th>Document Title</th>
<th>(ex.) U.S. Customs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Authority</td>
<td>(ex.) DHS</td>
<td>Issuing Authority</td>
<td>(ex.) U.S. Customs</td>
<td>Issuing Authority</td>
<td>(ex.) Customs</td>
</tr>
<tr>
<td>Document Number</td>
<td>(ex.) #</td>
<td>Document Number</td>
<td>(ex.) #</td>
<td>Document Number</td>
<td>(ex.) NA</td>
</tr>
<tr>
<td>Expiration Date (if any)</td>
<td>mm/dd/yyyy</td>
<td>Expiration Date (if any)</td>
<td>mm/dd/yyyy</td>
<td>Expiration Date (if any)</td>
<td>mm/dd/yyyy</td>
</tr>
</tbody>
</table>

**Additional Information**

If a Social Security Card is used for List C, write the name on their card here.

**Certification:** I attest, under penalty of perjury, that 1) I have examined the document(s) presented by the above-named employee, 2) the above-listed document(s) appear to be genuine and to relate to the employee named, and 3) to the best of my knowledge the employee is authorized to work in the United States.

**Leave this section blank.**

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Call HR at 208-282-2517 or email hr@isu.edu if you have any questions.
# 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.

<table>
<thead>
<tr>
<th>List A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>OR</th>
<th>List B</th>
<th>Documents that Establish Identity</th>
<th>AND</th>
<th>List C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
<td></td>
<td>1.</td>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
<td>2.</td>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td></td>
<td>3.</td>
<td>School ID card with a photograph</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
<td></td>
<td>4.</td>
<td>Voter's registration card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td></td>
<td>5.</td>
<td>U.S. Military card or draft record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Foreign passport; and</td>
<td></td>
<td>6.</td>
<td>Military dependent's ID card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Form I-94 or Form I-94A that has the following:</td>
<td></td>
<td>7.</td>
<td>U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1)</td>
<td>The same name as the passport; and</td>
<td></td>
<td>8.</td>
<td>Native American tribal document</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>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.</td>
<td></td>
<td>9.</td>
<td>Driver's license issued by a Canadian government authority</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>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</td>
<td></td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td></td>
<td>10.</td>
<td>School record or report card</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11.</td>
<td>Clinic, doctor, or hospital record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12.</td>
<td>Day-care or nursery school record</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.