

Checklist For Completing New Hire Paperwork

New Hire Forms

- W-4 card- **Required**
 - Biographic/Demographic Information Sheet- **Required**
 - I-9 form & Instructions- **Required**
 - MPSERS Questionnaire- **Required**
 - Oath of Employees of State form- **Required**
 - Faculty/Staff ID Card Request Form- **Required**
 - Vehicle Registration Form- **Required** if parking personal vehicle on campus
 - Direct Deposit Form - Optional
 - Affirmative Action Program Form - Optional
 - Veteran Self Identification Form- **Required**
 - Conflict of Interest Policy- **Required**
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Instructions/Information To Complete Forms

W-4 Card

Complete all fields on the W-4 card.

- It is important to have the employee complete the Total number of allowances for Federal, State and City (line 4)

Employee Biographic/Demographic Information Sheet

This is a two-sided document and both sides must be completed.

- Must verify that employee has signed the document (on back side)

I-9 Form

1. Make sure you are completing a form with the correct expiration date. Currently, the date read 03/08/2013 (at bottom of page).
2. The Middle Initial field should be completed. If none or not applicable, the Employee should line through that space.
3. The Other Names Used field should be completed. This includes a maiden name. If none or not applicable, the Employee should line through this space.
4. The Social Security number is not required. We cannot demand that the Employee complete this field. They will, however, have to produce a Social Security Card for payroll purposes. This may be confusing to the Employee but the bottom line is they are not required to fill this space out. The Employee may put "N/A" in this space.
5. An E-mail Address and/or Telephone Number is not required. This information is used by Department of Homeland Security (DHS) to contact the employee should there be any discrepancies with information provided. If they choose not to provide this information, the Employee may put "N/A" in this space.

6. The Employee must check one of the 4 boxes in this field. Make sure all numbers and dates are filled out completely.
7. The Employee must sign within this box at the end of Section 1.
8. The date put here in the top Section 1 must be completed on or before the 1st day of accepting employment. The Employee should complete the date as indicated on the form mm/dd/yyyy.
9. The Preparer section is completed only if you assisted in the completion of the top Section 1 (more than the typical explaining how to complete it).
10. All documents submitted must be originals. We cannot request specific documents from Employees. Employees must be shown a list of acceptable documentation and be allowed to choose what they wish to submit.
 - a. If they choose (1) document from List A that is all they need.
*By completing List B and/or C in addition to [List A](#), the perception is that we request additional information and would be flagged in an audit of I-9.
 - b. The Employee has the option to complete information from [List A](#) OR Provide (1) document from [List B](#) AND (1) document from [List C](#).
 - c. Make sure this section is filled out clearly and accurately. If an error is made, line through the error and correct it. Then initial and date the form OR re-do the I-9.
11. You must put the date that the Employee began working or plans to begin. This date must be the same or greater than the date in the top Section 1. The date should be completed as indicated on the form mm/dd/yyyy.
12. You as the employer must sign and date the form within 3 business days of the date employment begins. This means you have viewed and verify the documents listed. The signature and date must be original, however, you may make copies of the form with the name, title, and address already filled in.
13. If the I-9 is completed outside of the HR office, you must send the original to HR with the additional hiring paperwork. Do not keep copies of the I-9 in your department.

MPSERS Questionnaire Form

Form is required to be completed by all employees regardless of status with Michigan Public Schools Retirement System.

Oath of Employees of State Form

Form is required to be completed by employee and signed by witness before submitting to Human Resources.

Faculty/Staff ID Card Request Form

This form is required to be completed by the department. Once form is completed it is given to the employee so they can obtain a faculty/staff ID card.

- Department must instruct the employee not to go to the TIMME Center to obtain an ID until HR has received the PAF and all new hire documents to enter the employee information into Banner system.

Vehicle Registration Form

This form is completed by employee with their license and registration of the vehicle they will be driving to campus for parking purposes.

- An employee who wants to register 2 vehicles will need to provide both vehicle registration and license information in the “Vehicle Information” section of the form. The employee can draw a line down the middle of the section to outline the difference vehicle information.
- Employee will not be able to park on campus until they receive their parking permit which is mailed to the home address. If an employee needs to park on campus prior to receiving the parking permit they will need to obtain a temporary parking pass from the Public Safety department.

Direct Deposit Authorization Form

This form is optional and can be completed at a later date if the employee chooses to do so.

- To submit a direct deposit form at a later date, the employee can submit directly to the Payroll office.
- Direct Deposit will take 2 pay periods before effective.

Affirmative Action Program Form

This form is optional at the discretion of the employee.

New Employee Veteran Self Identification Form

This form is required to be completed by the employee.

Conflict of Interest Form

This last page of this form is required to be completed by the employee. The employee retains the Conflict of Interest Policy and the Conflict of Interest Questionnaire is completed by employee and submitted to HR.