Employment Paperwork Tips

**New Hire Personnel Information Form**
- The employee will complete as much as the form as possible
- Emergency contact information must be completed
- For campus address, use the supervisor’s address and phone number
- If the employee is a student and the salary is above the maximum allowed, a *student wage exception form* must be completed by the supervisor and signed by Marie.

**New Hire Information Sheet (Business Office Use Only)**
- The employee does not need to complete this form—leave blank in the packet for business office use.

**Form I-9, Employment Eligibility Verification**
- The employee will fill out Section 1 only in **BLACK** ink. There cannot be any white out or scratch outs.
- The employee will provide identification (see the attached *List of Acceptable Documents*)
  - Either ONE item from list A or
  - one item from BOTH list B AND C
- The business office will make a copy of the identification and verify the original ID.
- The business office will complete section 2
- The business office will complete the certification at the bottom, by filling in the first day of employment and Marie will sign and date.

**W-4 Employee Withholding Allowance Certificate**
- If the employee is a resident of D.C., please provide them with the D.C. W-4 form
- The employee will complete the form using **BLACK** ink. There cannot be any white out or scratch outs.
- For section 1, the employee will complete personal information. Make sure to put COUNTY of residence (not country).
- For Section 2, Federal Withholding portion: check the withholding rate (single, married, or married but withhold at single rate). If the employee is unsure about how to fill out the form, direct them to the web site listed next to the Section 2 header, which provides a worksheet for them to use. If the employee is still a dependant on their parents, have them consult with their parents. Additionally, they can call Payroll Services at 301-405-5665.
- For Section 3, Maryland Withholding portion, follow the same directions as in section 2. A separate website is listed under the Section 3 header, which provides the worksheet for the employee to use.
- Section 4—the employee will sign and date.

**Payroll Direct Deposit Authorization**
- The employee will complete this form in **BLACK** ink. There cannot be any white out or scratch outs.
The employee will fill in their social security number, name, name of bank, bank number, type of account, and account number (the bank number and account number can be found at the bottom of the employee’s personal checks).

The employee will sign, date, and provide a daytime phone number.

If the employee does not have a checking account, have them fill in their name, social security number, signature, date, and telephone. Then write “No Checking account” on the top of the form.

Inform the employee that direct deposit usually takes 2 pay periods to become effective, so their first 1-2 paychecks will come to the business office, where they can pick it up.

**Receipt of Memo “Health Insurance Marketplace Coverage Options and your Health Coverage”**

The employee must sign to acknowledge that they received the ACA memo.

► The forms highlighted in yellow MUST be completed before we can put a person on payroll.

► The forms highlighted in green can be completed after the first day of employment, if necessary, but it is preferable to have them by the first day. If these forms are turned in late, they will not receive direct deposit and they will be taxed at the maximum rate.

► If this is an hourly employee who has never been on payroll at UMD, provide them with a cheat sheet for filling out their time sheets online.

► Provide employee with a campus map and highlight places they need to visit (Mitchell Building to obtain UID card, Benefits office, ISSS office, etc.)