



Completing Paperwork for New Employees



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Roadmap

- o Required paperwork
- o Optional paperwork
- o Tips for completing paperwork




Required Paperwork

- o Depends on Status of Employee
 - Fulltime Employee
 - Part-time Employee
 - Temporary Employee




Required Paperwork for Fulltime Employees

- o I-9
- o W-4s (State and Federal)
- o IMRF
- o New Hire Reporting for Illinois Child Support Enforcement
- o Benefit forms




Required Paperwork for Part-time Employees

- o I-9
- o W-4s (State and Federal)
- o IMRF (depends on number of hours)
- o New Hire Reporting for Illinois Child Support Enforcement
- o Benefit forms (depends on eligibility)




Required Paperwork for Temporary Employees

- o I-9
- o W-4s (State and Federal)
- o IMRF (depends on number of hours)
- o New Hire Reporting for Illinois Child Support Enforcement
- o Benefit forms (depends on eligibility)




I-9 Form

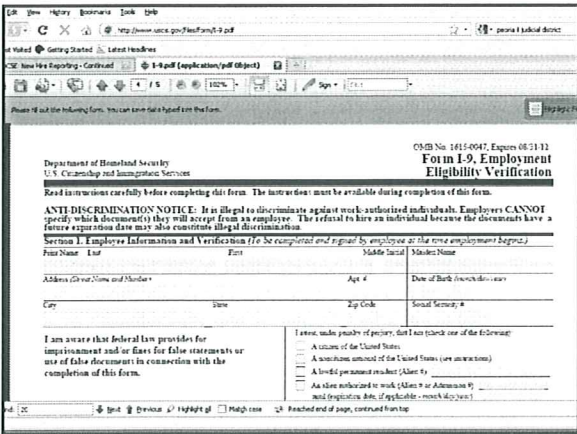
- **Employment eligibility form**
 - Form is used to make sure employees hired are eligible to work in the US
- **Must have verification portion filled out within three business days of employee beginning work, but section with employee information filled out at start of employment**
 - Complete when employment begins if worker is hired for working less than 3 days
- **Cannot specify which documents verify eligibility**
- **Should not copy driver's license or social security card and keep copy in employee file**
 - Privacy concerns
 - Keep I-9 forms separate from employee files



I-9 Form (Cont'd)

- **Reverification**
 - Reverify on or before work authorization expiration date listed in section 1 of the form
 - Update or reverify if:
 - Employee's name changed
 - Employee rehired within three years of date form completed and employee is authorized to work on the same basis as was indicated before (updating)
 - Employee rehired within 3 years when form was completed and work authorization expired or current work authorization is about to expire (reverifying)
- **Fill-in form available at <http://www.uscis.gov/files/form/I-9.pdf>**





OSID No. 1415-0047, Expires 08/31/12
Form I-9, Employment Eligibility Verification

NOTE: DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which documents they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

First Name	Last Name	First Middle Initial	Last Name
Address (Street Name and Number)		City	State
Zip Code		Social Security #	


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 agree, under penalty of perjury, that I am truthfully providing the following information:

- A citizen of the United States
- A lawful permanent resident of the United States (see instructions)
- A lawful temporary resident (Alien #)
- An alien authorized to work (Alien # or Alien Status #)
- An alien authorized to work (Alien # or Alien Status #) and temporary date of eligibility (month/year)


Optional Paperwork

- Employee Data Sheet
- New Employee Information Form
- Payroll Direct Deposit Form
- Employee Orientation Checklist



Tips for Completing Paperwork

- Make a checklist of all of the paperwork required
- Remember deadlines
 - maybe include deadlines on list of paperwork
 - Better yet, get all of the paperwork completed right away!
- Make sure you have updated forms
 - Better yet, complete as much paperwork online as possible



Questions?

- You can contact me at
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 - Phone: 309-694-9200 ext. 2105
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- Next Personnel Management Seminar is on Tuesday, March 2, 2010 at 10:00 a.m. in OPAL. We will be discussing Conducting On-The-Job Training and Orientation.
- Held the first Tuesday of every month in OPAL

