



THE UNIVERSITY OF UTAH  
 DEPARTMENT OF  
 MECHANICAL ENGINEERING

# New Hire Information Sheet

Please return completed form to [kirstin.schmutz@utah.edu](mailto:kirstin.schmutz@utah.edu) AND make an I-9 appointment:

[https://outlook.office365.com/owa/calendar/  
 MechanicalEngineeringI9appointments@UofUtah.onmicrosoft.com/bookings/](https://outlook.office365.com/owa/calendar/MechanicalEngineeringI9appointments@UofUtah.onmicrosoft.com/bookings/)

UNID: \_\_\_\_\_ UNDERGRADUATE: \_\_\_\_\_ GRADUATE: \_\_\_\_\_ N/A: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ SOCIAL SECURITY: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CURRENT ADDRESS: (UTAH REQUIRED) \_\_\_\_\_ APT #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ GENDER: MALE FEMALE

LOCAL HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

COUNTRY OF CITIZENSHIP: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

ADDRESS (UNITED STATES REQ.): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

HAVE YOU FORMALLY WORKED OR ARE YOU CURRENTLY WORKING FOR ANY OTHER DEPARTMENT AT THE  
 UNIVERSITY OF UTAH? YES NO IF YES: DEPARTMENT NAME: \_\_\_\_\_

DATE OF EMPLOYMENT: \_\_\_\_\_ SUPERVISOR'S NAME: \_\_\_\_\_

ARE YOU HISPANIC OR LATINO? YES NO WHAT IS YOUR RACE? SELECT ONE OR MORE.  
 AMERICAN INDIAN OR ALASKA NATIVE NATIVE HAWAIIAN OR PACIFIC ISLANDER  
 ASIAN WHITE  
 BLACK OR AFRICAN AMERICAN

EDUCATION: HIGH SCHOOL GRADUATE ELIGIBILITY: U.S. CITIZEN  
 SOME COLLEGE NON-CITIZEN NATIONAL OF U.S.  
 TECHNICAL SCHOOL LAWFUL PERMANENT RESIDENT  
 ASSOCIATES DEGREE ALIEN AUTHORIZED TO WORK  
 BACHELOR'S DEGREE  
 MASTER'S DEGREE  
 DOCTORATE

### FACULTY OR DEPARTMENT USE ONLY

NAME OF FACULTY OR SUPERVISOR: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SALARIED  HOURLY  NUMBER OF HOURS PER WEEK: \_\_\_\_\_ CHARTFIELD: \_\_\_\_\_ - \_\_\_\_\_  
 (FUND) (ACTIVITY/PROJECT)

RATE: \$ \_\_\_\_\_  HOURLY  MONTHLY  YEARLY HIRE DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

SUPERVISOR'S APPROVAL SIGNATURE: \_\_\_\_\_

## 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.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	OR	<b>LIST B</b> <b>Documents that Establish Identity</b>	AND	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) 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.</li> </ol> </li> </ol> </li> <li>6. 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</li> </ol>		<ol style="list-style-type: none"> <li>1. 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</li> <li>2. 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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>		<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**

# ME New Hourly Student Information

Friday, August 16, 2024

## New Hourly Student Checklist to be completed on or before first day of employment

- [Log in to Campus Information Services for the First Time to change your password](#). Default password is birthday in mmddyy format. Default password must be changed.
- Complete [College of Engineering Lab Safety Training](#). Watch video and take quiz. Save copy of certificate.
- Complete [Intellectual Property Agreement](#) for student employees. Save copy of electronically signed doc.
  - Select Create button on second option down for student employees.
  - Read through agreement, then type name at bottom of the form and select Accept.
- [Make an in-person appointment](#) to complete electronic I-9.
  - Bring I-9 acceptable documents (one from List A or one from Lists B and C). Original documents are required and photocopies are not accepted.
- Before arriving at your in-person appointment, send email to [Kirstin Schmutz](#) with the following documents:
  - Completed New Hire Information Sheet.
  - Lab Safety Training certificate.
  - Completed Intellectual Property Agreement.
- During in-person appointment, review payroll specific information.
  - Review terms of employment, including title, rate of pay per hour, and maximum number of hours allowed to work per week. Exceptions need to be approved in advance by supervisor.
  - Discuss [Kronos](#), the University's system for reporting hours worked.
    - 1st through 15th of the month is paid on the 22nd of the month.
    - 16th through the last day of the month is paid on the 7th of the following month.
    - Hours are due on the 15th and last day of the month at 5:00pm.
      - If the due date falls on a weekend or holiday, the hours are due the prior business day at 5:00pm.
      - You must enter hours and indicate employee approval.
    - Enter hours as you work them. Do not wait to enter all the hours at the end of the pay period.
    - Do not report more than 8 hours in a day.
    - Do not report more than 40 hours in a payroll week, Saturday-Friday.
    - You may take a 15 minute rest period of no more than 15 minutes for every 4 hours worked.
    - Clock out for lunch/meal breaks of 20 minutes or more.
    - If you get another paid job on campus, please see ME office staff immediately. There are additional instructions and procedures for Kronos that vary according to your specific payroll set up.
  - Discuss [student-employee FICA](#) exclusion. Undergraduate students must be enrolled and registered for more than 6 credit hours in the current semester and employed less than 30 hours per week. If not enrolled in summer semester for stated credit hours, student will not qualify for FICA exclusion and tax withholdings will increase.

## Things to do within the first week of employment

- Complete [Kronos Online Training](#).
- [Set email alias](#) in the suggested firstname.lastname@utah.edu format.
- Log in to [Campus Information Services](#) (CIS) and complete the following:
  - May not be available for several days after start date.
  - Employee Self Service Apps > Personal Bio/Demo Information to update your personal information, including your University email address. Note: This email address will appear on the University campus directory.

- U of U Campus Alert section to set your campus notification preferences.
- Payroll, Taxes and Salary section to set up
  - Direct deposit. See [Direct Deposit Help](#). If not set up before the end of the pay period, a check will be mailed to the address you set up through CIS.
  - W-4 tax withholdings
  - Elect to receive W-2 electronically
  - View paycheck details
- Get UCard at [Union Building](#), room #158. [UCard Services](#). UTA (bus, Trax, etc.) will automatically be activated.
  - Once you receive UCard, submit [Building and Lab Access Form](#) to activate building and/or lab access.
    - Most areas are UCard accessible but some are accessed with a physical key. \$20 cash deposit required, refundable when physical key is returned.

### **Resources**

- [Department Undergraduate Program website](#)
- [Department purchasing procedures](#)