



THE UNIVERSITY OF UTAH
DEPARTMENT OF
MECHANICAL ENGINEERING

New Hire Information Sheet

Please return completed form to kirstin.schmutz@utah.edu AND book an in-person I-9 appointment:
[Mechanical Engineering I-9 Appointment](#)

UID: _____ UNDERGRADUATE: ☐ GRADUATE: ☐ N/A: ☐ DATE: _____

NAME: _____ SOCIAL SECURITY: _____ - _____ - _____

CURRENT ADDRESS: (UTAH REQUIRED) _____

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
- ☐ SOME COLLEGE
- ☐ TECHNICAL SCHOOL
- ☐ ASSOCIATES DEGREE
- ☐ BACHELOR'S DEGREE
- ☐ MASTER'S DEGREE
- ☐ DOCTORATE

ELIGIBILITY:

- ☐ U.S. CITIZEN OR NATIONAL
- ☐ ALIEN, PERMANENT RESIDENT
- ☐ ALIEN, TEMPORARY
- ☐ ALIEN, WAITING FOR DOCUMENT

DISABLED:

- ☐ YES
- ☐ NO

VETERAN:

- ☐ YES
- ☐ NO

FACULTY OR SUPERVISOR 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 containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

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

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<div>1. U.S. Passport or U.S. Passport Card</div> <div>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</div> <div>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</div> <div>4. Employment Authorization Document that contains a photograph (Form I-766)</div> <div>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:<div>a. Foreign passport; and</div><div>b. Form I-94 or Form I-94A that has the following:<div>(1) The same name as the passport; and</div><div>(2) An endorsement of the individual's status or parole 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.</div></div></div> <div>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</div>		<div>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, sex, height, eye color, and address</div> <div>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, sex, height, eye color, and address</div> <div>3. School ID card with a photograph</div> <div>4. Voter's registration card</div> <div>5. U.S. Military card or draft record</div> <div>6. Military dependent's ID card</div> <div>7. U.S. Coast Guard Merchant Mariner Card</div> <div>8. Native American tribal document</div> <div>9. Driver's license issued by a Canadian government authority</div> <div>For persons under age 18 who are unable to present a document listed above:</div> <div>10. School record or report card</div> <div>11. Clinic, doctor, or hospital record</div> <div>12. Day-care or nursery school record</div>		<div>1. A Social Security Account Number card, unless the card includes one of the following restrictions:<div>(1) NOT VALID FOR EMPLOYMENT</div><div>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</div><div>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</div></div> <div>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</div> <div>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</div> <div>4. Native American tribal document</div> <div>5. U.S. Citizen ID Card (Form I-197)</div> <div>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</div> <div>7. Employment authorization document issued by the Department of Homeland Security</div> <div>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</div> <div>The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</div>
<div>Acceptable Receipts</div> <div>May be presented in lieu of a document listed above for a temporary period.</div> <div>For receipt validity dates, see the M-274.</div>				
<div>• Receipt for a replacement of a lost, stolen, or damaged List A document.</div> <div>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</div> <div>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</div>	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.		Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

ME New Hourly Student Information

Monday, December 15, 2025

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 [MyTime](#), 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 MyTime that vary according to your specific payroll set up.
- ☐ [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 [MyTime Online Training](#).
- ☐ [Set email alias](#) in the suggested firstname.lastname@utah.edu format.
- ☐ [Campus Information Services](#) (CIS) Employee sections:
 - ☐ 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 indicated in CIS.
 - ☐ Payroll processing makes feature unavailable twice/month. Check again after 7th or 22nd of month.
 - ☐ 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.
- ☐ Select and pay for [Parking Permit](#), if needed.
- ☐ Review mandatory effort reporting ([ePAR](#)) summary if paid on research project. Certification due quarterly around January, April, July, and October. Email will be sent to utah.edu email address.

Resources

- ☐ [Department Undergraduate Program Website](#)
- ☐ [Department purchasing procedures](#)