

PAYROLL

New Employees

All Employees

On or before the first day of employment, all employees hired at Iowa State University must complete payroll forms in the employing department or in the Office of Human Resource Services, 3810 Beardshear. At this time the employee will fill out an I-9 form, State and Federal W-4 forms, Employment Information/Equal Opportunity form, and check mailing instructions form. The employee will need to provide a federal or state photo ID/Drivers license and Social Security card or certified birth certificate or a passport, that establish identity and employment eligibility. If employee is between 14 and 18 years of age, see Section 3.23 Child Labor Regulations.

Under the Immigration Reform and Control Act of 1986, if an employee is unable to provide the necessary documents to complete the I-9 (Employment Eligibility) Verification within three days of start of employment he or she must produce a receipt showing that he or she has applied for the document. In order to continue employment the employee must produce the documents itself within 90 days of hire.

Non-United States Citizens

Non-United States citizens must first go to the International Education Services, 252 Memorial Union on or before their date of hire to complete the Form I-9 (Employment Eligibility) Verification. He or she must then submit the completed form to the Office of Human Resource Services or to the employee's department to complete registration for payroll.