

Job #A13 – Complete New Hire Paperwork Rating:_____

All new employees must fill out paperwork for the company's files and as a reference for the government. The required documents include an application, an I-9 Employment Eligibility Verification form, and a W-4 Income Tax Withholding form.

- A. Provide the employee with an application, an I-9 form, and a W-4 form.
- B. Ask them to fill out the application in its entirety.
- C. Ask them to complete the bottom section on the front of the W-4 form, except for the last line. Make sure they sign and date the W-4 form.
- D. Ask them to complete the top part of the I-9 form, ending with their signature and the date. Verify the signature is in place. They should NOT complete any part of the bottom of the form.
- E. Make a copy of the document(s) the employee is using to prove their employment eligibility, typically the driver's license and social security card. The employee must provide either one document from List A or two documents, one from List B and one from List C (see attached).
- F. Fill in the bottom of the I-9 form with the information from these documents as follows. For example, the Driver's License is a List B document. The Document Title is Driver's License, the Issuing Authority is the State of Nevada, Document # is the ID # on the license, and the Expiration Date is also listed on the license. The Social Security card is a List C document. The Document Title is Social Security Card, the Issuing Authority is the U.S. Department of Health & Human Services, the Document # is the number on the front of the card, and there is no expiration date.
- G. Get a red file folder from the hall closet.
- H. Make a file folder label with the employee's name on it and attach it to the file folder.
- I. Attach the relevant employment documents to the folder and file it in the third drawer in the MetaComm filing cabinet.

SKILLS REQUIRED FOR SUCCESS

Organizational Skills
Project/Time Management Skills
Reliability
Detail-orientation
Initiative
Accuracy
Good Communication Skills
Courtesy/Friendliness
Clear Speaker

INSTRUCTIONS FOR COMPLETING THE I-9 FORM

Section 2: Employer Review and Verification

- Documents that establish identity and employment eligibility
- Lists of acceptable documents provided on form
- Must be original, genuine, and relate to the employee
- Employee can choose which document(s) they want to present
- Record document information
- Complete other required information (your name and title, organization name and address, and date), including date of employment
- Sign

Acceptable Documents (Updated November 18, 1996)

Identity and employment eligibility ("List A")

- U.S. Passport (current or expired)
- Resident alien card, alien registration card, or other photo-ID documents that contain security features to prevent tampering, counterfeiting, and fraudulent use

Identity only ("List B")

- Driver's license or ID card
- Issued by state, U.S. possession, or Canadian govt.
- Must contain photo, name, birth date, sex, height, weight, eye color
- Voter's registration card
- School or military ID card

Employment eligibility only ("List C")

- U.S. Social Security card
- Native American Tribal Document
- Other unexpired employment authorization document issued by INS