

Iowa State University
University Human Resources

All new and returning domestic (temporary & student) employees at Iowa State University must report to the ISU University Human Resources Service Center with this completed form in 3810 Beardshear, on or before their first day of work to verify completion of the I-9 form along with other forms in the payroll sign up packet. All International student & temporary employees must check-in at the International Students and Scholars Office in Room 3241 Memorial Union on or before their first day of work to complete their I-9 Form and will then be directed to the ISU UHR Service Center to complete the remaining forms in the payroll sign up packet.

In order to complete the I-9 the employee will need to bring acceptable forms of ID with them. Go to <http://www.hrs.iastate.edu/hrs/records> for the list of acceptable ID's found on our website under "Information and Instructions."

Employing departments of temporary & student hires must complete this form:

A) before sending a new hire to sign up for payroll or
B) before mailing form with a completed payroll packet
C) and understand that new hires are not to start working until this form is signed by the UHR Service Center Staff and returned to the department.

D) Rehires must bring the completed form to the UHR Service Center.

If you have any questions regarding this process please call the ISU UHR Service Center at 294-4800.

*****All graduate students must obtain Graduate College approval before being authorized to work hourly. For additional information and to submit the "Request to Hire a Graduate Student on an Hourly Basis" form, go to**

http://www.grad-college.iastate.edu/common/forms/faculty_forms.php prior to submitting this XH form to the UHR Service Center in 3810 Beardshear Hall. Please call the Graduate College at 515-294-4531 with questions for graduate students.

***Graduate College Representative

Date

Temporary & XH Payroll Enrollment Form

Temporary Status:

Merit ____ P&S ____ Seasonal ____ Event ____ Undergrad ____ Graduate ____

Merit & P&S Temporary and Seasonal hiring departments must complete this box

Job Title _____ Title Code _____

Posting Number _____ (Should end with MT or PT)

NOTE: Merit temporary - restricted to 780 hours of work in a fiscal year. P&S temporary - limited to 60 days or less unless work is sporadic.

Employee's Name: _____

University ID #: _____

Payroll Enrollment Dates

Begin _____ End _____

Department: _____

Supervisor: _____

❖ Signature: _____ Date: _____

Dept. Contact Person: _____

Office Address: _____

Email: _____ Phone: _____

Student Workers: Please sign to verify that you are currently enrolled as a student & registered for classes at ISU. If working during the summer or winter break, sign to verify you are registered for classes @ ISU for the next semester. **Student workers are restricted to 20 hours of work per week when classes are in session including finals week. Iowa Code - 20.4(4)**

Student Signature _____

TO: Department

FROM: ISU UHR Service Center

The above employee has completed the payroll enrollment process and can start working. International employees may not be entered into the system until proof of application for a permanent SSN is received.

UHR Service Center Representative

Date

❖ Form cannot be accepted without the Supervisor 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.

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
1. U.S. Passport or U.S. Passport Card	<p>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <p>a. Foreign passport; and</p> <p>b. Form I-94 or Form I-94A that has the following:</p> <p>(1) The same name as the passport; and</p> <p>(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.</p>	OR		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	AND	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa				3. School ID card with a photograph		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
4. Employment Authorization Document that contains a photograph (Form I-766)				4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:				5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
	<p>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</p>	OR		6. Military dependent's ID card	AND	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
				7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
				8. Native American tribal document		
				9. Driver's license issued by a Canadian government authority		
				For persons under age 18 who are unable to present a document listed above:		
				10. School record or report card		
				11. Clinic, doctor, or hospital record		
				12. Day-care or nursery school record		

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.