



University of San Diego

## **NEW HIRE, RE-HIRE EMPLOYEES NEW HIRE AND RETURNING STUDENT EMPLOYEES**

As a newly hired or returning (re-hire) employee/student worker, you are responsible for completing steps 1-4 before Payroll Services will issue a paycheck. Please read this form in its entirety to assure that you receive a paycheck on the scheduled pay date.

- 1. New Hires:** Must complete and submit the **Federal Employment Eligibility Verification I-9 Form the first day** you report to work. The deadline for submitting the documents verifying that you are authorized to work in the United States is three (3) days from your date of hire. Your manager/supervisor is not authorized to assign work hours if this documentation is not completed and submitted to Human Resources by the deadline. Please report to Human Resources, Maher Hall, Room 101 to complete the I-9 Form.
- 2. Rehires:** Employees that have not worked for 12 months must complete a new **Federal Employment Eligibility Verification I-9 Form the first day** they return to work. You may obtain and complete the I-9 Form in Human Resources, Maher Hall, Room 101. The deadline for submitting the documents verifying that you are authorized to work is three (3) days from your re-hire date. Your manager/supervisor will not be authorized to assign work hours if this documentation is not completed and submitted to Human Resources by the deadline.
- 3. Federal (W-4) and State-Tax Forms** must be submitted to Human Resources, Maher Hall, Room 101, by **the first day worked**. If these documents are not received, we are required to set your tax withholding allowances at Single and Zero (0), which will result in higher tax deductions. If you want to designate different deductions for Federal and State, you will need to request and complete the California Employees Withholding Certificate Form from Human Resources, Maher Hall, Room 101.
- 4. Time Card Deadlines are available on the Payroll Calendar at <http://www.sandiego.edu/administration/financeadmin/payroll/calendar.php>.** Time Cards must be submitted by the deadline.
- 5. Time Cards and Reporting Time Worked-** Please reference instructions for completing manual and e-timecards in the Payroll section.
- 6. Check Distribution** – Employees may pick up their checks at the Cashier’s Office, Hughes Center, Room 207, from 9:00 am to 4:00 pm on the Hourly Pay Dates or the last working day of the month for salaried payroll.
- 7. Direct Deposit Check Statements and Unclaimed Paychecks** – are held by the Cashier’s Office for 30 days. Following that period, the statement or check will be mailed to the home address listed on your personnel records. It is your responsibility to provide Human Resources with a current address.
- 8. Questions Regarding Paychecks – Please call Payroll Services at ext. 2731.**