



University of San Diego  
HUMAN RESOURCES

**New Hire/Re-hire Required Paperwork**

**1. I-9 Employment Eligibility Verification**

**Employee must complete Section 1 no later than the first day of employment.** Employee must present documents verifying eligibility to work in the U.S. no later than three (3) days after date of hire.

**Supervisor, Human Resources or other USD representative must complete Section 2 no later than three (3) days after the employee's hire date.** The supervisor/USD representative is signing acknowledging that he/she has seen the original identification presented by the employee.

The employee may present:

one document from List A  
*(i.e., US Passport)*

**or**

one document **each** from List B **and** List C  
*(i.e., Driver License and Social Security card)*

See back of I-9 form for a complete listing of acceptable forms of identification.

**2. Federal (W-4) tax form**

Employee must complete and sign/date by the first day of employment. Employee may not both claim **allowances** (line 5) **and** claim **exempt** (line 7) – complete one or the other. If the form is not completed, payroll is required to set the employee's tax withholding allowances at Single and Zero (0), which will result in higher tax withholding.

**3. Confidential Employee Data**

Employee must complete by the first day of employment. It is the employee's responsibility to notify Payroll of a change of address.