

GRADUATE STUDENT HIRING PROCESS

Step 1 Confirm Hiring Meeting

Due Date: As promoted by email correspondence with Marcie Leek

The Department of Languages and Literature Academic Coordinator, Marcie Leek, will send out an email request for a hiring meeting. A hiring meeting is necessary to complete the University of Utah's employment hiring process. It is imperative that you respond to all emails regarding the hiring process, and confirm with Marcie the date and time of your hiring meeting.

Step 2 Confidential & Contact Information Needed

Due Date: As soon as possible, information needed before hiring meeting

Confidential information is needed for payroll set-up. Please complete the form "Confidential Information Needed for Payroll Set-Up Purposes" found on page 4. In addition, complete the "Contact Information Sheet" found on page 5. Once complete, please email both forms to Marcie Leek at marcie.leek@utah.edu | (801) 581-5401 | LNCO 1413.

Please note: These forms contain highly sensitive personal information. If you are uncomfortable sharing any of this information through email (ex. Social Security Number), it is recommend you contact Marcie either through phone or in person.

Step 3 Tuition Benefit Information

Due Date: As soon as possible, information needed before hiring meeting

All students are required to report whether or not they will accept the Subsidized Graduate Health Insurance. For more information about the subsidized health insurance visit http://languages.utah.edu/graduate/graduate_tbp_guidelines.php. Please either email or deliver the Insurance Declaration form found on page 6 to Marcie as soon as possible.

All international students must have health insurance! *International students on a tuition benefit will automatically be signed up for subsidized health insurance*, which will be billed to a student's tuition. International students can only waive coverage if they already have an insurance policy that meets specific requirements. Visit the above website for more information.

Step 4 Log into Campus Information System (CIS)

Due Date: Complete before the hiring meeting

New students must activate their CIS by logging in, please visit <https://go.utah.edu/cas/login>. To log in for the first time, use your uNID (using a lowercase "u" to replace the first zero of your University ID number) as your username. Your password is your birth date in one of the following formats: mmddyy or mmdd. Once you are logged in, you must change your password. If you are having problems, please contact the Campus Help Desk at 801-581-4000.

Step 5

I-9 Employment Eligibility Verification Documents

Due Date: Time of hiring meeting

Please review the list of acceptable documents for employment eligibility verification found on page 7. You **MUST** bring the **original documents** with you to your hiring meeting.

Domestic Students: You will need one document from List A **OR** one document from both List B and List C.

International Students: **ALL** of your documents should come from List A. The preferred documents are your Foreign Passport, Visa, and Form I-94 or Form I-94A (see List A - #5).

Additional steps for International Students only:

Step 6

Social Security Number (SSN)

Due Date: As soon as possible; information needed for hiring meeting

All international students seeking to work in the US will need a SSN. Marcie must have either a SSN or a temporary SSN for your hiring meeting.

For International Students *without* a SSN please complete the following steps:

Step A: Apply for a SSN

Please visit the following website for the steps on how to apply for a SSN: <http://internationalcenter.utah.edu/students/employment/social-security-number.php>

You will need to be in the US for at least 10 days before you can apply for a SSN. It is important you get one as soon as possible. For questions concerning Step 6 (A), please contact the the International Student & Scholar Services Office at 801-581-8876. If you need a letter of support from the Department of Languages and Literature for the application process contact Marcie.

Step B: Apply for a temporary SSN

Once you have visited the Social Security Office and have applied for a SSN please contact Marcie with the following documents:

-Work Authorization Letter for the International Center from the University of Utah

AND

-The receipt from the Social Security Office

Marcie will request a temporary SSN for you, which can be used for your hiring process. ***Once you have received your official SSN Card, please set up a time to meet with Marcie to update the information in your hiring file.***

Step 7

International Student Orientation

Due Date: Visit website below for exact dates

The International Students & Scholar Service (ISSS) holds their International Student Orientation every August, for a complete schedule and more information please visit <http://ic.utah.edu/students/orientation-arrival/orientation.php>.

It is mandatory that all international TAs attend this orientation and complete the document check-in. The International Student & Scholar Services office will need to complete the following procedures before you can receiving an Early Work Authorization Letter.

To get SEVIS activation and receive an early work authorization letter, you must fulfill the following requirements (all completed in the International Student & Scholar Services Office):

- The student must be indicated via department list or have authorized documentation from their department
- The student must be registered for full-time graduate-level credit hours (9 hours class credit)
- The student's residential address must be updated in PeopleSoft (updated by International Center staff)
- The student must be registered for the Immigration portion of orientation (registration via the website <http://ic.utah.edu/students/orientation-arrival/orientation.php>)
- The I-20 or DS-2019, visa, passport and I-94 card must be scanned and uploaded onto their student record (completed by International Center staff)
- The student must complete the biographical check-in with the iStart web page (completed within International Center)

For questions concerning Step 7, please contact the International Student & Scholar Services Office at 801-581-8876, or visit their website at <http://ic.utah.edu/index.php>.

ADDITIONAL INFORMATION

University of Utah ID Cards

Once your hiring process is complete, you will be able to obtain an ID Cards at the U-Card Office, located at the University Union (200 South Central Campus Drive, Room 225).

Direct Deposit

Direct Deposit – All new hires are required to have their bi-monthly checks direct deposited. Wells Fargo Bank will allow you to open a new account at no charge. For the direct deposit setup information please visit <https://www.hr.utah.edu/ payroll/ deposit.php>.

Parking Permit

Parking Permit - For information about purchasing a parking permit please visit <http://www.parking.utah.edu/parking/index.html>.

Confidential Information Needed for Payroll Set-Up Purposes

Employee Information

Name _____

Birthdate (mm/dd/yyyy) _____

Gender Male Female

Highest Ed Level _____

Social Security # _____

Ethnic Group _____

Marital Status _____

Military Status Yes No If yes, date of discharge _____

Citizenship Status _____

Emergency Contact Information

Emergency Contact _____

Relation of Emergency Contact _____

Same Address as Employee Yes No

Same Phone as Employee Yes No

Home Address _____

City, State, Zip _____

Phone _____ Type _____

Please note: All individuals must complete the electronic I-9 Employment Eligibility Verification process before they can be paid. Please see the attached list of acceptable documents that can be used for this purpose. Additionally, once your employment status is active, you will need to complete your W-4 withholdings and set up direct deposit on the Campus Information System.

This information is needed for payroll purposes only and will be kept in a file cabinet for the sole use of the payroll reporter.

Contact Information Sheet

Please enter the information requested below. It is important that the department has current and accurate information for faculty, staff and graduate students.

PLEASE contact the office immediately if this information changes.

Date _____

Name _____

Title _____

Language Area _____

U of U ID# _____

Birthday (month and day only) _____

LNCO Office # _____

Office Ext _____

Local Address _____

Phone _____

E-mail _____

Fax _____

Cell _____

Permanent Address _____

Phone _____

Summer Address _____

Phone _____

E-mail _____

Fax _____

Emergency Contact: _____

This information will be kept confidential and used for internal purposes only.

DEPARTMENT OF LANGUAGES & LITERATURE

University of Utah

DECLARATION TO ACCEPT OR DECLINE SUBSIDIZED STUDENT HEALTH INSURANCE
_____ SEMESTER 201____

----- *Decline* -----

- I decline health insurance coverage through the Graduate Student Health Plan.

SIGNATURE: _____ DATE: _____

NAME (please print): _____

STUDENT ID NUMBER: _____

----- *Accept* -----

- I wish to enroll in the Graduate Student Health Plan

Please check the appropriate boxes below:

- I want to be covered in an individual student plan
- I would like to purchase insurance for: (Check any and all boxes that apply)
- spouse one child children

I certify that I am a fully matriculated graduate student in good standing with at least a 3.0 GPA and am registered for at least 9 credit hours for _____ Semester 201____. I am appointed as either a TA or RA and am receiving a full (100%) tuition benefit.

I understand that if I fail to meet these requirements I will be required to pay the full cost of my insurance for _____ Semester 201____.

My signature indicates that I understand and meet these requirements, and accept the coverage.

SIGNATURE: _____ DATE: _____

NAME (please print): _____

STUDENT ID NUMBER: _____

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
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (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. 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 	OR	<ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">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 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security