



UNIVERSITY OF NOTRE DAME
Office of Human Resources

To: New Employee
From: Office of Human Resources
Re: New Hire Paperwork

Welcome to the University of Notre Dame. You are joining a community of dedicated faculty and staff who make important contributions to the mission of the University and the overall quality of life at Notre Dame.

As a new employee, it is your responsibility to complete the following new hire paperwork at the Office of Human Resources **before** beginning service to the University:

- Employment Eligibility Verification - Form I-9**
Form I-9 must be certified in person at the Office of Human Resources. Federal law requires all employees to provide evidence of employment eligibility. The attached form, instructions and list of acceptable documents are provided to assist you in completing the form. When you come to Human Resources you **must** bring your **original** documents, photocopies do not meet the requirement.
- Tax Withholding Forms (Federal W-4 and State W-4 Forms)**
Forms available at HR and on the web at <http://hr.nd.edu/forms/>
- Direct Deposit Authorization**
The form is available at HR and on the web at http://hr.nd.edu/forms/auto_dep_form2.pdf.
You will need to bring a voided check or deposit slip for the bank account of choice.
- University Identification Card**
If you are eligible to receive a University Identification Card as soon as your Form I-9 is complete and certified Human Resources will prepare your card.

The Office of Human Resources, 200 Grace Hall, is open Monday through Friday from 8:00 am to 5:30 pm.

We look forward to seeing you soon. If you have questions regarding these forms, please call the *askHR* Customer Service Center at 574-631-5900.

Attachments:

[Form I-9](#) (Under the Employment Heading)
[I-9 instructions](#)
[List of Acceptable Documents](#)

Helpful Hints for Form I-9

- The name on your documents must be the same as on the Form I-9. If the names are not the same, you must present evidence of the change, such as a marriage license or court order.
- A valid birth certificate must be issued by a State, county, or municipal authority and bear a seal or other certification. A certified copy of a birth certificate is an acceptable document. A certificate issued by a hospital is not an acceptable document.
- A Social Security card must be original and must be signed. It does not have to be the first card you were issued, but it must be issued by the Social Security Administration and include the official seal. It cannot be a plastic or metal replica. It cannot have “not valid for employment purposes” printed on it.
- If your Social Security card has been lost or destroyed, it is easy to obtain another card and usually takes about ten days from the date you apply for it. Contact the Social Security Office.
- All presented documents must be originals. Photocopies are not acceptable.
- Your employer CANNOT specify which document(s) you may present. Please refer to the List of Acceptable Documents, attached to the Form I-9.