



Arizona State University

Important Form I-9 Information

Complete the Form I-9 within three business days of your date of hire. See page 6. Submit your documents in person to an authorized Human Resources location. See page 7.

Please read the **List of Acceptable Documents** on page 8 of this packet. You must show:

- **One original** document from List A —or—
- **Two original documents:** One from List B (Identity) **and** One from List C (Work eligibility).*

Note: You **cannot** use two documents from the same list to meet DHS employment regulation. The **List B** document must include a photograph.

Copies of documents are not acceptable

* International employees on an F-1, J-1 or H1B visa status must also present form I-20, DS-2019 or I-797 to determine sponsorship and length of employment eligibility.

Tax questions

Federal

Internal Revenue Service
Taxpayer Assistance 800-829-1040

State

Arizona Department of Revenue
Taxpayer Assistance 602-255-3381

ASU HR and Payroll Offices cannot offer tax advice.

Revised 11/14/18

New hire packet

Your new employee to-do list

Before your first day

- p.2 **Complete** all requested data on the Personal Data Form.
- p.3 For U.S. Citizens and Permanent Residents:
Read, **sign** and date the Public Employee or Officer Loyalty Oath.
- p.4 For Graduate Assistants/Associates and Student Workers:
Read and understand the **Tax Withholding on Student Wages and Graduate and undergraduate student employment guidelines**. Keep both documents for your records.
- p.5 Read, **sign** and date the Conditions of Employment form.
- p.6 **Complete** Form I-9 as instructed.
- p.9 **Review** New Health Insurance Marketplace Coverage Options.

After your first day

Go to **My ASU > Faculty or Staff link > My Employment > Payroll**, then: Complete your Arizona State (A-4) and Federal W-4 forms online: Payroll > Tax Information > A-4TaxInformation or W-4 Tax Information

For direct deposit of your paycheck,

complete the direct deposit information online: Payroll > Direct Deposit

To get a paper paycheck,

do nothing and your department will receive your check each pay period.

Go to **My ASU > Faculty or Staff link > Employment > Personal**, then update:

My Employment					
Time	Payroll	Benefits	Personal	Travel	Manager
Veterans Status	Disability Status	Ethnicity Disclosure	Gender	Education Level	License/Certification
				Marital Status	Verify Your SSN

Return this new hire packet in person

(Hires outside of Arizona--Mail to Tempe campus address.)

Downtown Phoenix campus

Return to your department contact.

—or—

OHR Office Post Office Building
522 N. Central, room 245, Phoenix 85003 - U.S. mail is not accepted at this office
Office Hours: Monday, 9 a.m. to 4 p.m.
Phone: 855-278-5081

Polytechnic campus

Return to your department contact.

Tempe campus – This packet and Form I-9 accepted until 4:30 p.m.

Office of Human Resources Employee Service Center
University Center
1100 E. University Drive, Tempe 85281
Office Hours: Monday–Friday, 8 a.m. to 5 p.m.
Phone: 855-278-5081

West campus

Office of Human Resources
Faculty/Administration Building, Third Floor South,
4701 W. Thunderbird Rd., Phoenix 85306
Office Hours: Monday, Wednesday, Thursday, 8 a.m. to 5 p.m.
Phone: 855-278-5081



Personal Data Form

Complete all forms in blue or black ink

ASU ID Number	<input type="checkbox"/> New Employee	<input type="checkbox"/> Current Employee	<input type="checkbox"/> Rehire
Student Worker	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please enter your name as it appears on your Social Security card or visa document			
Last Name	First Name	Middle Name	
Home Address	Apt/Suite/Unit #	City	State Zip Code
Mailing Address (If different from Home Address)	Apt/Suite/Unit #	City	State Zip Code
Phone numbers including area code			
Home:	Cell:	ASU:	
Email address			
Personal	ASU		
Personal information			
Social Security Number (If card has been issued)	Date of Birth		
Gender	Female <input type="checkbox"/> Male <input type="checkbox"/>		
Emergency Contact:			
Name:	Relationship:	Phone Number:	

The information stated above is correct and accurate to the best of my ability. I understand all future changes must be made through My ASU as soon as possible.

Employee Signature: _____ Date: _____
(Handwritten)



Public Employee or Officer Loyalty

Arizona State University is required by state law to reproduce the following statute and obtain each employee's signature in paragraph E. Sec. 38-231 Arizona Revised Statutes.

38-231. Officers and employees required to take loyalty oath; form; classification; definition

A. In order to ensure the statewide application of this section on a uniform basis, each board, commission, agency and independent office of this state, and of any of its political subdivisions, and of any county, city, town, municipal corporation, school district and public educational institution, shall completely reproduce this section so that the form of written oath or affirmation required in this section contains all of the provisions of this section for use by all officers and employees of all boards, commissions, agencies and independent offices.

B. Any officer or employee who fails to take and subscribe to the oath or affirmation provided by this section within the time limits prescribed by this section is not entitled to any compensation until the officer or employee does take and subscribe to the form of oath or affirmation prescribed by this section.

C. Any officer or employee having taken the form of oath or affirmation prescribed by this section, and knowingly at the time of subscribing to the oath or affirmation, or at any time thereafter during the officer's or employee's term of office or employment, does commit or aid in the commission of any act to overthrow by force, violence or terrorism as defined in section 13-2301 the government of this state or of any of its political subdivisions, or advocates the overthrow by force, violence or terrorism as defined in section 13-2301 of the government of this state or any of its political subdivisions, is guilty of a class 4 felony and, on conviction under this section, the officer or employee is deemed discharged from the office or employment and is not entitled to any additional compensation or any other emoluments or benefits which may have been incident or appurtenant to the office or employment.

D. Any of the persons referred to in article XVIII, section 10, Constitution of Arizona, as amended, relating to the employment of aliens, are exempted from any compliance with this section.

E. In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before any officer or employee enters upon the duties of the office or employment, the officer or employee shall take and subscribe the following oath or affirmation:

State of Arizona, County of Maricopa I, _____	
(Type or print name)	
do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona, that I will bear true faith and allegiance to the same and defend them against enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of _____	
according to the best of my ability, so help me God (or so I do affirm). (Name of office)	
Date _____	_____
	(Signature of officer or employee)

F. For the purposes of this section, "officer or employee" means any person elected, appointed or employed, either on a part-time or full-time basis, by this state or any of its political subdivisions or any county, city, town, municipal corporation, school district, public educational institution or any board, commission or agency of any county, city, town, municipal corporation, school district or public educational institution.



Tax withholding on student wages

Wages paid to a student employee through the payroll system are subject to the following withholding taxes: Federal Income Tax, State Income Tax and FICA - Social Security and Medicare.

The withholding of federal and state taxes is dependent upon the student's biweekly gross income and how the student files their W-4 and A-4 forms. A student may seek advice from the IRS regarding how to file their W-4 Form or advice from the ADOR regarding how to file their A-4 Form.

IRS toll-free number | **1-800-829-1040**
 ADOR toll-free number | **1-800-843-7196**

The number of credit hours a student is enrolled for at the end of the drop/add period determines whether or not FICA tax is withheld. To be exempt from FICA tax, a student must be enrolled at least half time:

Fall or spring term (comprised of session A, session B or session C)	Undergraduate graduate graduate assistant*	Six or more hours Five or more hours Three or more hours
Summer term (comprised of session A, session B or session C)	Undergraduate graduate graduate assistant*	Two or more hours Two or more hours One or more hours
If a break between classes is more than five weeks, FICA exemption does not apply.		

* For enrollment verification purposes, graduate assistant is a generic term used in the table above that includes graduate assistants, graduate research assistants/associates and graduate teaching assistants/associates.

F-1 and J-1 Status nonresident alien student exemption

Nonresident alien student admitted to the United States on an F-1 or J-1 visa remain in a FICA tax-exempt status regardless of the credit hour enrollment requirement until they have passed the substantial presence test, e.g. been present in the U.S. more than four calendar years.

More info

Substantial presence test: IRS Publication 519 at www.irs.gov/pub/irs-pdf/p519.pdf
 ASU Foreign Visitors Tax Guide: cfo.asu.edu/fs-taxguide.



Conditions of employment form

Required of new hire

Instructions

1. Required of all employees prior to employment.
2. Please read the following statements and sign.
3. The signed form will be placed in your personnel file.

False statements

In applying for positions at ASU, I understand that any false statement, misrepresentations or omission of requested information will disqualify me for employment consideration or cause my subsequent dismissal.

Drug-free workplace requirements

It is prohibited to unlawfully manufacture, sell, possess, distribute, dispense or use controlled substances in the workplace.

As a condition of employment, each staff member must agree to:

1. Abide by the term policy SPP 315 - Drug Free Workplace Requirements.
2. Notify the ASU General Counsel's Office of any criminal drug conviction for a violation occurring in the workplace within five days after such conviction.

Commercial Driver's License

Any employee who drives or repairs commercial vehicles must have a Commercial Driver's License and is subject to alcohol and drug testing in accordance with the Employee Testing Act of 1991 and the U.S. Department of Transportation/Alcohol and Drug Testing Compliance regulations: 49CFR part 382.102.

Proof of citizenship

I understand that I will be required to show proof of citizenship or the legal right to work in the United States within three working days of the hire date.

Authorization

I authorize ASU to investigate all statements on my application materials, including contacting my professional references. I realize that I have the right to make a written request within six months to receive information about the nature and scope of this investigation.

Overtime

The overtime policy of ASU for non-exempt employees is to provide, at its discretion, either one and one-half hours compensatory time off or additional pay at one and one-half times the regular rate of pay for each hour worked in excess of 40 hours per week - exclusive of flexible work schedules/work weeks.

The compensatory time off may be preserved, used or cashed out as provided by the Fair Labor Standards Act. I understand and agree to accept this overtime policy as a condition of employment as nonexempt staff with ASU. In the event I am exempt staff at the time of initial hire and subsequently reclassified to nonexempt staff, I understand and agree to accept this overtime policy as a condition of my continued employment. My decision to accept this overtime policy is made knowingly, voluntarily and without coercion by ASU.

I have read and understand the above statements. I verify that the information I have submitted on this form is accurate and complete.

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Signature

ASU ID Number

Date Signed

Arizona State University is an equal opportunity/affirmative action employer.



Form I-9 instructions

Per federal regulations, ASU must document that each new employee (both citizen and noncitizen) hired after Nov. 6, 1986, is authorized to work in the U.S. See instructions below to complete your Form I-9.

If you are outside of Arizona, use this information to process your Form I-9.

<https://www.asu.edu/hr/documents/I9notaryinstructions.pdf>

Step 1: Log onto Equifax Employee site:

<https://secure.i9.talx.com/preauthenticated/LoginCAPTCHA.ascx?Employer=13789>

Step 2: Complete Section 1 of Form I-9:

- Start date: Enter your first day of work (listed on your offer letter).
- Location code: Select the location where you will present your original documentation.
- Citizenship status: You must select the correct status based on your situation. Need more detail? See Form I-9 Instructions: <https://www.uscis.gov/sites/default/files/files/form/i-9instr.pdf>
- Print or email the confirmation and collect your original documents.

Step 3: Visit an ASU Human Resources location to have an HR specialist complete Section 2 of the Form I-9.

You must bring the appropriate original documents:

- Your offer letter and I-9 confirmation
- The required documentation. See the list on page 8 of this packet.
 - One document from List A, or
 - Two documents, one from List B and one from List C.

Find an ASU HR Office Location

See page 7 of this new hire packet.

Questions?	
By Phone	By Email
Employee Service Center 855-ASU-5081 (855-278-5081) Faculty Services 480-727-9900	HRESC@asu.edu



Complete Section 2 of the I-9 at one of these ASU locations

Campus	Location	Office Hours	Contact Info
International			
Tempe	OHR Front Desk 1100 E. University Drive UNCTRA Bldg. A Tempe, AZ 85281	Monday–Friday 8 a.m.–4:30p.m.	855-278-5081 hresc@asu.edu
West	OHR Front Desk 4701 W. Thunderbird Rd. FAB S352C Glendale, AZ 85306	Monday, Wednesday, Thursday 8 a.m.–5 p.m.	855-278-5081 hresc@asu.edu
Domestic			
Downtown	OHR Front Desk 511 N. Central Ave. Post Office Bldg., Suite 245 Phoenix, AZ 85004	Monday 9 a.m.–4 p.m.	855-278-5081 hresc@asu.edu
	411 N. Central Ave. UCENT, 7th Floor Phoenix, AZ 85004	Monday–Friday 9 a.m.–4 p.m. By appointment only	602-496-1043 Taylor Gunder, tblank@asurite.asu.edu 602-496-0274 Pat.Adler@asu.edu
	500 N. 3rd St. Phoenix, AZ 85004	Monday–Friday 9 a.m.–4 p.m. By appointment only	602-496-2296 Margaret.Serros@asu.edu - Room 525 602-496-0866 Jennifer.Spatola@asu.edu - Room 206 602-496-2288 Kristin.Quiroga@asu.edu - Room 208 602-496-0688 Pamela.Winfrey@asu.edu – Room 225
Polytechnic	OHR Front Desk 6027 S. Sagewood Ironwood Bldg., Room 102 Mesa, AZ 85212	Tuesday–Thursday 8 a.m.–2 p.m. Call for availability	480-727-1085 Jackie Miller Jacqueline.Cabrera-Miller@asu.edu
	6049 S. Backus Mall Sutton Hall, Suite 140 Mesa, AZ 85212	Monday–Friday 8 a.m.–5 p.m.	480-727-5439 Stephanie.Rack@asu.edu
	5909 S Sterling Mall Administration Building Room 160 Mesa, AZ 85212	Monday–Friday 8:15 a.m.–4:30p.m.	480-727-1503 Joanna.Lawrence@asu.edu
Tempe	OHR Front Desk 1100 E. University Drive UCENTRA Building A Tempe, AZ 85287	Monday–Friday 8 a.m.–4:30p.m.	855-278-5081 hresc@asu.edu
West	OHR Front Desk 4701 W. Thunderbird Rd. FAB S352C Glendale, AZ 85306	Monday, Wednesday, Thursday 8 a.m.–5 p.m.	855-278-5081 hresc@asu.edu

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		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		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: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (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.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		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		
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		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.

New Health Insurance Marketplace Coverage Options and Your Health Coverage

General Information

When key parts of the health care reform law (the Affordable Care Act or ACA) take effect in 2014, there will be a new way to buy health insurance: through the health insurance marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new marketplaces and employment based health coverage offered by your employer.

What is the health insurance marketplace?

The marketplace is designed to help you find health insurance that meets your needs and fits your budget. The marketplace offers "one-stop shopping" to find and compare private health insurance options. You can enroll for health insurance coverage through the Marketplace during an enrollment period that begins in October 2013. Coverage can begin as early as January 1, 2014.

Can I save money on my health insurance premiums in the marketplace?

If you're eligible for coverage through your employer, you most likely will not be eligible for the subsidy through the marketplace because the State of Arizona Benefit Options Plan meets ACA requirements for minimum value and employee-only coverage is intended to be affordable. However, if you're not eligible for medical coverage through your employer or if the lowest cost plan from the State of Arizona Benefit Options that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, you may be eligible for a subsidy that lowers your monthly

Please note: The marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a subsidy.

Alternatively, you may qualify for Medicaid depending on your household income. Please visit www.HealthCare.gov for more information.

How will enrolling in the marketplace affect health coverage through my employer?

If you purchase a health plan through the marketplace instead of enrolling for health coverage offered by your employer, you will lose any employer contribution to the State of Arizona Benefit Options Plan. Future enrollment in the State of Arizona Benefit Options Plan will be limited to open enrollment (which typically happens in the fall).

How can I get more information?

For more information about your coverage offered by your employer, please check your summary plan description or contact the Office of Human Resources Employee Service Center.

The marketplace can help you evaluate your coverage options, including your eligibility for coverage through the marketplace and its cost. Visit www.HealthCare.gov for more information, including an online application for health insurance coverage and a Health Insurance Marketplace in your area.

New Health Insurance Marketplace Coverage Options and Your Health Coverage

Information about health coverage offered by your employer

If you decide to complete an application for coverage in the marketplace, you will be asked to provide the information included in the chart below. **This employer information is numbered to correspond to the marketplace application.**

If you decide to shop for coverage in the marketplace, <http://www.HealthCare.gov> will guide you through the process. The employer information you can enter when you visit <http://www.HealthCare.gov> will help you determine if you can get a subsidy (in the form of a tax credit) to lower your monthly premiums for coverage purchased through the marketplace.

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to some employees and dependents. Eligible employees and dependents are:

Defined in the EPO, PPO and HSA plan descriptions (Article 2 Eligibility and Participation) posted on the Benefit Options website www.benefitoptions.az.gov

- This coverage provided meets the minimum value standard, and the cost of this coverage is intended to be affordable.

Employer Information	
3. Employer Name Arizona State University	4. Employer Identification Number (EIN) 86-0196696
5. Employer Address PO BOX 871304	6. Employer Phone Number (855) 278-5081
7. City Tempe	8. State AZ
9. Zip Code 85287-1304	12. E-mail Address HRESC@asu.edu
10. Who can we contact about employee health coverage at this job? Human Resources Employee Service Center	



Graduate and undergraduate student employment guidelines

The primary focus for any ASU student is their education. ASU recognizes that some students may need to supplement their income with on-campus work in order to help fund their education. To ensure the student's education and training are not compromised by commitments to additional employment, the following ASU employment guidelines must be followed:

For graduate students

- Students holding assistantships or graduate intern appointments during the academic year may work a maximum of 0.50FTE. During the summer, these students may work a maximum of 1.00FTE.
- Students holding hourly student worker positions during the academic year may work a maximum of 25 hours per week. During the summer, these students may work up to a maximum of 40 hours per week.
- All positions combined (including stipend-paid positions) cannot exceed 0.625 FTE or 25 hours per week for the first 12 months of employment or from October to October in subsequent years of employment.

Some important areas to think about

- If you average more than 0.625 FTE or 25 hours per week, your employment will be terminated from all ASU jobs.
- If you are terminated for exceeding the 0.625 FTE / 25-hour weekly maximum, you are not eligible for rehire at ASU in a student worker, faculty associate or graduate student position for at least 26 weeks.

For undergraduate students

- Student employees are limited to a rolling average of 25 hours per week per year.
- Students can work up to 100 percent in the summer, provided they do not exceed an average of 25 hours per week for the first 12 months of ASU employment or from October to October in subsequent years of employment.
- This 25-hour average maximum applies to the combined total of all jobs, including hours associated with stipend-based compensation.

Some important areas to think about

- If you average more than 25 hours per week, you will be terminated from all ASU jobs.
- If you are terminated for exceeding the 25-hour weekly maximum, you are not eligible for rehire at ASU in an undergraduate or graduate student position for at least 26 weeks.

Please help us minimize any disruption to your education, employment experience and, if applicable, your graduate assistantship or graduate intern appointment by being mindful of your total ASU employment hours.

If you have any questions regarding your hours, please contact your supervisor or the hiring manager for your department.

Effective May 2014