



Important Form I-9 information

Complete the Form I-9 within three business days of your date of hire. Follow instructions provided in this packet.

Please read the [List of Acceptable Documents](#) on page 3 of the federal I-9 form.

You must show one original document from **List A**, or two original documents, one from **List B** and one from **List C**.

Note: You **cannot** use two documents from the same list to meet U.S. Department of Homeland Security employment eligibility verification. **Expired and photocopies of documents are not acceptable per federal law.**

International employees on an F-1, J-1 or H-1B visa status must present their passport, Form I-94, and I-20 or DS-2019 or I-797 to determine sponsorship and length of employment eligibility.

New hire packet

Your new employee to-do list

Before your first day

1. Complete all requested data on the **Personal data form**. See page 2.
2. U.S. citizens and permanent residents: Read, sign and date the **Public employee or officer loyalty** oath on page 3.
3. Graduate assistants and associates and student workers:
4. Read the **Tax withholding for student wages** section on page 4 and read the **Graduate and undergraduate student employment guidelines** on page 10. Keep both documents for your records.
5. Read, sign and date the **Conditions of employment form** on page 5.
6. Follow the provided **Form I-9 instructions** on page 6 to complete forms.
7. Review **New Health Insurance Marketplace** coverage options on page 8.

After your first day

Visit [My ASU > Faculty or Staff > My Employment > Payroll](#)

Complete your state of Arizona (A-4) and Federal (W-4) forms. Payroll > Tax Information > A-4 Tax Information or W-4 Tax Information.

For direct deposit of your paycheck, complete the direct deposit information online: Payroll > Direct Deposit.

To receive a paper paycheck, do nothing and your department will receive your check each pay period.

Visit [My ASU > Faculty or Staff > Employment > Personal](#) to update:

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

At this time, call the employee service center at 1-855-278-5081 or [submit a case online](#) for guidance on how to complete your Form I-9 and submission of this packet.

Tax resources

Federal

Internal Revenue Service
Taxpayer Assistance 800-829-1040

State

Arizona Department of Revenue
Taxpayer Assistance 800-843-7196

ASU HR and Payroll Offices cannot offer tax advice.

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 <input type="checkbox"/>			ASU <input type="checkbox"/>			
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-Handwritten _____ Date _____

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 of _____	
Name of office	
according to the best of my ability, so help me God or so I do affirm.	
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.

Internal Revenue Service toll-free number, **800-829-1040**

Arizona Department of Revenue toll-free number, **800-843-7196**

The number of credit hours a student is enrolled for at the end of the drop or 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 — 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 — 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.		

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

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

Non-resident 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 information

Substantial presence test: IRS Publication 519: [irs.gov/pub/irs-pdf/p519.pdf](https://www.irs.gov/pub/irs-pdf/p519.pdf)

ASU Foreign Visitor Tax Guide: cfo.asu.edu/foreign-visitor-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 the following terms:

1. Abide by terms of 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 non-exempt staff with ASU. In the event I am exempt staff at the time of initial hire and subsequently reclassified to non-exempt 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.

--	--	--

Signature

ASU ID number

Date signed

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

Form I-9 instructions

Per federal regulation, ASU must document that each new employee, citizen and non-citizen, hired after Nov. 6, 1986, is authorized to work in the U.S.

If you are outside of Arizona, use this information to process your Form I-9:
asu.edu/hr/documents/I9notaryinstructions.pdf

Hires in the state of Arizona, use these steps to process your Form I-9:

Step 1: Log onto Equifax employee site:

<https://secure.i9.talx.com/FormI9/Section1/LoginCaptcha.aspx?Employer=13789>

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

Start date: Enter your first day of work as 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.
- See Form I-9 Instructions for details: uscis.gov/sites/default/files/files/form/i-9instr.pdf
- Print or email the confirmation and collect your original documents.

Step 3: At this time, call the employee service center at 1-855-278-5081 or [submit a case online](#) for guidance on how to complete your Form I-9 and submission of this packet.



New Health Insurance Marketplace Coverage Options and Your Health Coverage

General information

When key parts of the Affordable Care Act 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 is a resource 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?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does employer health coverage affect eligibility for premium savings through the marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you and not any other members of your family is more than 9.5% of your household income for that year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the marketplace instead of accepting health coverage offered by your employer, then you will lose any employer contribution to the State of Arizona Benefit Options Plan. Also, this employer contribution - as well as your employee contribution to State of Arizona Benefit Options Plan - is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the marketplace are made on an after-tax basis. Future enrollment in the State of Arizona Benefit options plan will be limited to open enrollment, which typically happens in the fall.

¹An Employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60% of such costs. Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986.

How can I get more information?

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

The marketplace can help you evaluate your coverage options, including your eligibility for coverage through the marketplace and its cost. Please visit [healthcare.gov](https://www.healthcare.gov) for more information, including an online application for health insurance coverage and a Health Insurance Marketplace in your area.

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.**

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

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

- i 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 under **Article 3 Eligibility and Participation**. Visit Benefit Options benefitoptions.asu.gov for details.

- i This coverage provided meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

If you decide to shop for coverage in the marketplace, [healthcare.gov](https://www.healthcare.gov) will guide you through the process. The employer information you can enter online will help you determine if you can receive a subsidy (in the form of a tax credit to lower your monthly premiums for coverage purchased through the marketplace).

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

- ï Students holding assistantships or graduate intern appointments during the academic year may work a maximum of 0.50 FTE. During the summer, these students may work a maximum of 1.00 FTE.
- ï 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.
- ï 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

- ï If you average more than 0.625 FTE or 25 hours per week, your employment will be terminated from all ASU jobs.
- ï If you are terminated for exceeding the 0.625 FTE or 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

- ï Student employees are limited to a rolling average of 25 hours per week per year.
- ï 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.
- ï 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

- ï If you average more than 25 hours per week, you will be terminated from all ASU jobs.
- ï 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 questions about your hours, contact your supervisor or the hiring manager for your department.

Effective date of student employment guidelines: May 2014.