

# Hiring Procedures

**Employment offer is made**

**Check PEAEMPL  
Canadian Regulatory tab**

If "1" – no I9 or other documents needed  
If "3" – complete new Form I9  
MA/BC – if not entered, new MOA or Background Check required

**Note:**

If employment is starting day after termination of previous job, call HR to adjust PEAEMPL (x1810).  
If there is any break in employment, a new I9 is required by the Department of Homeland Security.

**Day 1 (or before):**  
Employee Completes  
Section 1 of Form I9

**Note:**

Check I9 while employee is still in your office. Make sure social security number, date of birth, citizenship status (and alien/admission number, if applicable), and name & address are all correctly entered in Section 1. Doing so will ensure employee will not have to make extra trip to HR to correct information in Section 1.

**Day 3 (or before):**  
Employer Completes  
Section 2 of Form I9

**Take copies**

Copy all documents used in Section 2 and include with faxed and mailed I9s to HR. Retention of these copies is now required and failure to do so could result in a fine.

**Also Complete:**

	<u>New Hire</u>	<u>Rehire</u>
<b>MOA (WH/GA)</b>	x	if changed
<b>Background Check (SA)</b>	x	x
<b>W4</b>	x	if changing
<b>Direct Deposit</b>	x	if changing

**Note:**

If employee has recently worked at the University, the MOA, W4 and Direct Deposit forms are only required if information has changed from when initial paperwork was completed.  
To complete a background check, email employee name, employee email address (active), A number, DPcode, and Index to HRBanner@usu.edu.

**Write "A" number on the top of all documents**

**I9** – fax to HR (1816), mail original (8800)  
**MOA** – send to Student Employment (fax: 0654; UMC: 1800)  
**W4 & Direct Deposit** – Payroll (UMC 2400)

**Note:**

Please send the forms to the correct offices. Do not fax all documents to all three offices. This creates duplicates and extra work for all involved.