

INSTRUCTIONS FOR COMPLETION OF ALL NECESSARY FORMS

To facilitate placement on Lehigh University's payroll, below are instructions on various forms that need to be completed. Please review the instructions and print all sections clearly in ink. If you have any questions or concerns, please contact the Human Resources office at 610-758-3900 and we will be more than happy to assist you. We hope that this information is helpful for you and look forward to you joining Lehigh University!

U.S. DEPARTMENT OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE; EMPLOYMENT ELIGIBILITY (FORM I-9)

THE PURPOSE OF THIS FORM:

This form has two purposes: to establish identity and employment eligibility. Once the form is completed, along with the presentation of your specific acceptable documents, Lehigh University can prove to the Department of Justice that you are legally able to work within the United States.

NEXT STEPS:

Review the list of acceptable documents and choose either of the two options below on your first day of work.

1. You may provide Human Resources with either one document from list A, which would establish both your identity and employment eligibility.
2. You may provide Human Resources with one document from list B, which establishes your identity only, and one document from list C, which establishes your employment eligibility only.

Lehigh University is required by law to complete this process within three days of your date of hire. If you cannot provide the appropriate documentation within those three days, your placement on payroll will be delayed and you will be unable to work until you can provide those documents.

FORM W-4 WITHHOLDING ALLOWANCE CERTIFICATE

THE PURPOSE OF THIS FORM:

This form establishes or changes your tax withholding allowances.

NEXT STEPS:

The top half of this form is a worksheet furnished by the **Internal Revenue Service** to assist you in completing this form. If you are still unsure about the number of allowances to claim, consult a tax advisor for advice. Please bring this completed form to the Human Resources Office on your first day of

work. You may change this information at any time in the future by submitting another W-4 form. If your withholding status changes at anytime, please complete a new W-4 form and submit to the Payroll Office.

EMPLOYEE INFORMATION FORM

THE PURPOSE OF THIS FORM:

This form will be used to enter your personal information into our HR/Payroll system for recordkeeping and payroll purposes.

HOW TO COMPLETE THIS FORM:

1. Write your full name, birth date, social security number, home address, and all other personal information in the first section of the form.
2. Write your emergency contact information into the second section of the form.
3. Write your personal education information into the next section of the form.
4. Write your spouse/domestic partner's name and the names of all dependent children in the next section of this form. This information is important for your benefit enrollment.
5. Read the acknowledgement at the end of the form.
6. Sign your name and write the date to acknowledge receipt of the items listed (you will receive your Staff Guide at your benefits orientation).

NEXT STEPS:

Please bring in this completed form to the Human Resources Office on your first day of work.

Once again, in order to prevent any delays in placement on Lehigh University's payroll, please complete and return all enclosed forms. If you have any questions or concerns, please contact the Human Resources office at 610-758-3900. We thank you for choosing Lehigh and wish you the best of luck in your new career.