**OFFSITE NEW HIRE INSTRUCTIONS**

**To the Employee,**

Please visit <http://www.wcu.edu/discover/campus-services-and-operations/human-resources-and-payroll/new-hire.aspx> to access and complete the following forms:

* I-9 *(attach copies of documentation used)*
* W-4
* NC-4
* Direct Deposit Notification/Acknowledgement
* Direct Deposit Form *(attach accompanying documentation)*
* Employee Data Form
* FERPA
* Confidentiality Agreement

**Completion of the I-9 Form:**

**To the Notary Public,**

We are asking you to act as our representative to examine the employment identification papers for a new Western Carolina University employee. Because U.S. Citizenship and Immigration Services (USCIS) requires us to verify the right of our employees to work in the U.S., we are asking you to serve as our representative by examining the new hire’s documentation and signing the USCIS Form I-9. Please verify that the employee has completed section 1 of the I-9 form prior to you completing section 2. The employee must present to you a suitable set of identification papers as given on the **“List of Acceptable Documents”** page of the USCIS Form I-9.

The employee can present either:

1. Any one document from List A

- or -

2. Two documents: one from List B (identity) andone from List C (eligibility).

The section that we need you (our representative) to complete is **“Section 2. Employer Review Verification”.** There are spaces to indicate which document, or documents, were presented to you and their associated information. This includes, the Document Title, Issuing Authority, Document Number and Expiration Date (if any). **Please note: view only original documents; faxes, photocopies, and laminated and unsigned social security cards are unacceptable documents.**

We also need you to complete the **“Certification”** section of the I-9 form. Please complete the Certification section as follows:

1. Sign the Authorized Representative section.

2. Date the form (enter the date you reviewed the employee’s documents).

3. As a Notary, please place the notary seal on the Notary Form or attach a Notary Certificate to the documents.

Finally, we ask that you complete the attached notary form.

If you have questions, please contact Human Resources at (828) 227-7218.

Thank you for your assistance!

**To the Employee,**

**Please contact Human Resources to make arrangements for us to receive your completed new hire paperwork and accompanying documentation.**

**Human Resources**

**Western Carolina University**

**220 HFR Administration**

**Cullowhee, NC 28723**

**HumanResources@email.wcu.edu**

**Phone: (828) 227-7218**

**Fax: (828) 227-7007**

**I-9 Employment Eligibility**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Western Carolina University:

I attest, under penalty of perjury, that I am a Notary Public licensed by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before me has appeared in person, the individual with the name and address of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And having a date of birth of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In furtherance of Western Carolina University’s employment eligibility verification requirements under the Immigration Reform and Control Act of 1986, I further attest under the penalty of perjury that the person named above has filled out Section 1 of the attached I-9 Form (Employment Eligibility Verification), I have examined the original(s) of the document(s) presented to me**, I have filled in the document title, issuing authority, number and expiration date (if any) in the space provided in Section 2**, and the attached copy or copies of document/s presented to me appear on their face to be genuine and to relate to the person presenting them.

**Notary Public:**

***Please print your name***

***and address and affix***

***your seal below:***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Western Carolina University*

*Human Resources*

*220 HFR Administration*

*Cullowhee, NC 28723*

*Phone: (828) 227-7218*