I-9 Request Form and Required Documentation

After submitting the I-9 Request Form please wait for the email response requesting the employee to come to Payroll before sending them to complete the I-9. Please give them the list of acceptable documents so they will bring the needed documents.

We are open 8:00 am to 4:30 pm, however the best times to send employees to Payroll for completion of the I-9 are:

8:00 am - 11:00 am  
1:00 pm - 4:00 pm

Steps for E-Verify Sites Only

1. Please remember to complete your I-9 online before you E-Verify
2. Enter your I-9 information into E-Verify
3. Include the following information on your photo ID copies and send them to anita.kemnitz@und.edu:
   a. Start Date 
   b. Case Verification Number 
   c. EmplID
4. Enter your case verification number into PeopleSoft
5. Send your benefit forms, if any, in the first week of employment. Please do not hold the I-9 information if the benefit forms are not completed on the first day.
Employees Without a Social Security Number

If you have a new benefitted employee who does not have a social security number when hired, extra information needs to be sent to Payroll for retirement contribution purposes:

- Name
- Date of birth
- Address
- Gender
- A copy of the individual’s passport/ID
- Letter from the Social Security Administration indicating their application is being processed

Most of the information can be accessed from the I-9 completion process. You will need to instruct any employees who do not have a SSN to visit the Social Security Administration and provide HR/Payroll with a letter stating they have applied for a number as soon as possible.

If we do not have the above information reported to TIAA before payroll is confirmed for the employee’s first paycheck the entire remittance for UND’s retirement contribution will be rejected. This will delay posting contributions and affect retirement earnings.

Please contact Katie Douthit at 777-2157 or Katie.douthit@und.edu with any questions.

Fall Hire Reminders

Process for hiring student employees in the fall:

- Hire in JobX
- Submit I-9/CHBC online form to Payroll
- Receive notification that CHBC is complete (if one needed)
- Receive notification that the employee must complete the I-9 or they have a current I-9 on file
- Submit hire into MSS (hire date must be at least 4 days from the date the I-9 is completed)

This process allows Payroll to verify that all items required for a hire are completed. The 4-day processing time is required to allow Human Resources time to process the hires, especially during these peak hiring times. Do not allow an employee to begin working until you have received the notifications from Payroll.
GTA/GSA/GRA Contracts

All hires for GTA’s, GSA’s and GRA’s must have the contract attached to the online hire. If the contract is missing it is very likely that the hire will be denied and the hiring department will need to redo the hire and attach the contract. Please double check that all required attachments are with the hire before submitting.

Mobile Devices and Technology Allowance

The Office of the CIO, in conjunction with Payroll Services and Telecommunications, is pleased to announce the creation of a new online request process for University-Owned Mobile Devices and Technology Allowances.

Beginning July 1, 2018, mobile device, technology allowance requests, and renewals for the new fiscal year should be submitted by the employee. The form and instruction manual are available through the following websites.

- Human Resources and Payroll Services >>>> Forms>>>> under letter “M”
- Telecommunications >>>> Forms
- Office of the CIO >>>> Policies and Procedures >>>> Cell Phones and Other Mobile Devices

For technology allowances, the completed Add/Pay form, available in the Human Resources website, should be attached in PDF format only to the mobile device/allowance request form.

After July 1, 2018, paper forms will no longer be accepted.

Reports To Supervisor Changes

1. With the implementation of TLAB, all changes of Reports To Supervisors need to be made in advance of the date the change is to be effective.

   Example: John Doe is current supervisor of position 000XXXX and is terminating on 8/15 and Suzy Joe is going to be the new supervisor: the Position Change Request form should be to Human Resources by 8/1 and no later than 8/7.

   The change needs to be entered in the system before the effective date so that the new supervisor will have access to all the employees in position 000XXXX by the effective date.

2. If you should be gone on vacation or out of the office for a while, please make sure that let your supervisor know that they will need to keep checking TLAB to approve any absences or time.