Completing Your Student Employment Paperwork
Please note:

A blue-green slide signifies the beginning of a section (i.e. how to fill out your I9 form), an orange slide signifies the end of a section (at this point, you should upload the file you have just finished filling out). This layout is intended for ease of access and to better guide students through this process.
Where to access the Fall 2020 Employment Paperwork Documents

To access the Student Payroll-Required Forms, use the link below:

Student Payroll Required Forms
How to Upload files

1. Log into MySwarthmore
2. Click Student Information
3. Scroll to the bottom and look for Student Documents
Filling out the USCIS I-9 Form

File name: SWAT I-9.pdf
Step One: Gather necessary documents

- The most common documentation used to validate an I9 is a valid U.S. Passport (List A) OR a Driver’s License (List B) PLUS a Social Security Card (List C).
- Please see the next slide for the other documents you may use for validation.
- Please remember that any forms you use for validation purposes must be signed and unexpired.
## List of Acceptable Documents to verify your I9

- Note that you need **ONE document from List A, OR ONE document from List B AND ONE document from List C.**

### List of Acceptable Documents

**All documents must be UNEXPIRED**

Employees may present one selection from List A, or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A: Documents that Establish Both Identity and Employment Authorization</th>
<th>LIST B: Documents that Establish Identity</th>
<th>LIST C: Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver's license or ID card issued by a State or territory of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>1. A Social Security Account Number card, unless the card indicates one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</td>
<td>5. U.S. Military card or draft record</td>
<td>5. U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>6. Military dependents' ID card</td>
<td>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td>7. For persons under age 18 who are unable to present a document listed above:</td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>7. Employment authorization document issued by the Department of Homeland Security</td>
</tr>
<tr>
<td>8. School record or report card</td>
<td>8. Native American tribal document</td>
<td></td>
</tr>
<tr>
<td>9. Driver's license issued by a Canadian government authority</td>
<td>9. Driver's license issued by a Canadian government authority</td>
<td></td>
</tr>
<tr>
<td>10. Clinic, doctor, or hospital record</td>
<td>10. Naturalized citizen's Certificate of Naturalization</td>
<td></td>
</tr>
<tr>
<td>11. Day-care or nursery school record</td>
<td>11. Naturalized citizen's Certificate of Naturalization</td>
<td></td>
</tr>
</tbody>
</table>
Step Two: Filling out Section 1

- After gathering the necessary forms, you can proceed to fill out the I9.
- Important things to note when filling out Section 1:
  - If you have two last names, you must include both in the Family Name/Last Name section.
  - Your signature is needed in the space directly above the Preparrer and/or Translator Certification sub-section.
  - If a field is not applicable to you, please mark it as “N/A”, i.e. if you do not live in an apartment, the apartment field should be marked “N/A”.

Section 1: Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Names Used (If any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 College Ave</td>
<td>N/A</td>
<td></td>
<td></td>
<td>11931</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>Employee’s E-Mail Address</th>
<th>Employee’s Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/12/1964</td>
<td></td>
<td><a href="mailto:example@warthmore.edu">example@warthmore.edu</a></td>
<td>(123) 456-789</td>
</tr>
</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am check one of the following boxes:

1. A citizen of the United States
2. A nationalization of the United States (See instructions)
3. A lawful permanent resident (Alien Registration Number/USCIS Number)
4. An alien authorized to work until expiration date, (If applicable, mm/dd/yyyy)

Some aliens may write “N/A” in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:

1. Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number
2. Form I-94 Admission Number
3. Foreign Passport Number

Signature of Employee                         Today’s Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):

[X] did not use a preparer or translator
[X] is (preparer(s) and/or translator(s)) assistant the employee in completing Section 1

[ ] I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator           Today’s Date (mm/dd/yyyy)

Last Name (Family Name)                       First Name (Given Name)

Address (Street Number and Name)              City or Town

[ ] Employee Completes Next Page
Step Two: Filling out Section 1 (cont.)

- The information provided here should reflect your legal place of residence, not your college address.
- If you do not yet have a Social Security Number, please contact Student Payroll so that we can help you through the process.
STOP: Section 2 of the I9 form will be filled out by the Student Payroll Office
STOP: You are now ready to upload your I9 and identifying documents using the Student Documents Link in MySwarthmore
Filling out the Remote Employee Address Form
Filling out the Remote Employee Address Form

❖ We ask that students fill out a Remote Address Form because we need to know the location where you are working.

❖ Please provide:
   ➢ your current place of residence (where you will be working remotely from)
   ➢ Student ID number
   ➢ Contact information
Filling out the Residency Form

➢ To complete this form, have your:
  ➢ Social Security Number (last 4 digits)
  ➢ Address (use your legal residence, not the college address)

➢ Note regarding the PSD Codes:
  ➢ All students should leave the PSD code blank.

➢ Note regarding municipality and county (Pennsylvania residents ONLY):
  ➢ Municipality: In most cases this is the city in which you RESIDE, a municipality has its own government, but is an incorporated member of another city, borough or township (which forms a county). For example, if you live in King of Prussia, you RESIDE in Upper Merion Township, Montgomery County.
Filling out the Residency Form (cont.)

❖ Please do not forget to sign the form in the space provided.
Sign and date both Workers Compensation forms

Pages 3 and 4 of the file: Student Payroll Paperwork.pdf
Completing the Worker's Compensation Form

- This form is in case you are injured while working as an employee for Swarthmore. This form describes how, if you are injured, you should notify your employer immediately and that you should be aware that your employer is responsible for covering medical expenses if you are injured on the job. Please ensure you read and understand this form before signing.
- Please note: only sign and date the LEFT-hand side for the employee. The Payroll Office will handle the “Employer’s Representative Signature” section.

Workers' Compensation Information

The workers’ compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury. Benefits are required to be paid by your employer who self insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers’ compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for the treatment of injured employees or for the administration of first aid.

You should report immediately any injury or work-related stress to your employer.

Your benefits could be delayed or denied if you do not notify your employer immediately. If your claim is denied by your employer, you have the right to request a hearing before a workers' compensation judge.

The Bureau of Workers' Compensation cannot provide legal advice. However, you may contact the Bureau of Workers’ Compensation for additional general information at:

Bureau of Workers Compensation
1171 South Cameron Street, Room 103
Harrisburg, Pennsylvania 17104-2811
Telephone number within Pennsylvania (800) 462-2293
Telephone number outside of this Commonwealth (717) 772-4447
TTY (800) 363-4238 (for hearing and speech impaired only)
www.state.pa.us, PA Keyword: workers comp.

I hereby acknowledge receipt of the "WORKERS’ COMPENSATION INFORMATION" form.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Employer’s Representative Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>
Completing the Worker's Compensation Form

Please note again that you should only sign the top line for the employee. The Payroll Office will handle the “Employer’s Representative Signature” section.
STOP: Once the Worker's Compensation form is completed, you are now ready to upload your PDF using the Student Documents Link in MySwarthmore
Filling out the Direct Deposit Form

File name: SWAT Direct Deposit.pdf
Step 1: Gather necessary materials

In order to accurately fill out a Direct Deposit form from the Swarthmore Student Payroll Office (SPO), you must first gather the following information:

- Account Number:
  - *NOTE: This is not your Card number.* Your Account Number can usually be found on a check, your monthly bank statement, or by contacting your bank directly.
  - Bank Routing Number:
  - Usually can be found by searching for your bank, but can also be found printed on your checks or by contacting your bank directly.

- Bank Information:
  - Name of Bank, as well as the type of account that you are placing your check into (savings vs. checking).
Step 2: Filling out the Direct Deposit Form

First, determine what you would like the Direct Deposit form you are about to fill out have accomplish, such as:

- Setting Up a Direct Deposit Form:
  - This is intended for students who have never before filed a Direct Deposit Form and would like to do so.

- Changing a Direct Deposit:
  - For students who want to change their banking info, or who have previously submitted incorrect forms. If this is the case, it is important that you mark this box so that we can clear your old data and prevent any potential mix-ups.

- Terminate Direct Deposit:
  - This option allows you to delete your direct deposit information (for previously submitted forms).
Step 3: Personal Information

- Finally, we need your name, a signature, and your Student ID number (can be found on the back of your OneCard).
NOTE REGARDING FIRST PAYMENT:

- Your first payment will be sent directly to your home address in the form of a physical check to test that your banking information is accurate
- All subsequent payments will be deposited directly into your account
STOP: Once the direct deposit form is completed, you are now ready to upload your PDF using the Student Documents Link in MySwarthmore
Final steps

- To confirm that all of your files have been uploaded successfully, please refer to the Student Documents Uploaded Section

<table>
<thead>
<tr>
<th>Document</th>
<th>Date Uploaded</th>
<th>BDM Application</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR ACTIVE EMPLOYMENT</td>
<td>07/06/2018</td>
<td>B-H-1D</td>
<td>BANNER HR COMMON</td>
</tr>
<tr>
<td>HR DIRECT DEPOSIT</td>
<td>09/04/2020</td>
<td>B-H-1D</td>
<td>BANNER HR COMMON</td>
</tr>
<tr>
<td>HR I9</td>
<td>10/19/2018</td>
<td>B-H-1D</td>
<td>BANNER HR COMMON</td>
</tr>
</tbody>
</table>
Once the I9 and direct deposit forms have been reviewed and processed (24-48 hours after uploading) an email will be sent from studentpayroll@swarthmore.edu

Dear [Name],

Both your I9 and direct deposit have been processed. Please go into JobX and apply for a job.

Student Payroll

studentpayroll@swarthmore.edu
If you were unable to find the answer to your question in this slide show, please don’t hesitate to reach out to us at studentpayroll@swarthmore.edu

Please also keep an eye out for emails regarding Zoom office hours to get 1 on 1 assistance with a Student Payroll Co-Director