
SUBJECT: W4, I9, BENEFICIARY DESIGNATION, VOLUNTARY DEDUCTIONS, PAYROLL OPTIONS, W2 (ALL EMPLOYEES)

1.0 POLICY

- 1.1. Employees are required to complete a W-4 form when first employed. They must also complete a revised form whenever a decrease or increase in the number of dependents occurs. W-4 forms are available through Human Resources.
- 1.2. All new employees must complete an Immigration and Naturalization (I-9) form within three days of their date of hire. The Human Resource Office is required to verify eligibility to work for all new employees before they have worked more than three days. In order to avoid any violations of this policy, new employees cannot perform work at the College until the hiring department has confirmed with the Human Resource Office that the I-9 form has been completed.
- 1.3. Employees hired for less than three days must complete the I-9 form before the end of the first working day. Failure to comply with the above will be cause for termination of the new employee. I-9 forms must be completed at the Human Resource Office or Payroll Office before any new employee can be entered in the payroll system. All I-9 forms will be kept in the Human Resource Office.
- 1.4. Beneficiary changes on insurance programs must also be accomplished through Human Resources.
- 1.5. Changes in voluntary deductions must be made in writing through the Human Resource or Payroll Offices.
- 1.6. All new employees will be encouraged to complete a Payroll Payment Option Form to direct where funds are to be deposited. Employees can choose two options: (1) savings account, and (2) checking account. If an employee does not select an option, they will be paid by check.
- 1.7. Each employee receives a W-2 Form (statement of earnings and the amount of federal and state income tax deducted for the previous calendar year) during the month of January. Forms will be mailed to the employee's home address unless picked up personally through the Payroll Offices, or the employee has chosen to print the W2 off electronically.