



# Help with Onboarding Forms For New Employees

Human Resources



# Onboarding Forms Menu

1



## UD Bio

Open

Provide your personal information, so we can match you with any prior records in our systems and assign your UD ID.

2



## My UD Settings

Open

Create your UD email account and set-up two-factor authentication (2FA).

3



## Employee Demographic Data

Open

Log in to UD Web Forms to provide information for Human Resources records.

4



## Direct Deposit

Open

Log in to the UD Web Forms system to specify your payroll deposit account. Have your checking account information ready. All UD paychecks are directly deposited to your bank account.

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## W-4

Open

Log in to UD Web Forms to complete a W-4 tax form.

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## Bayh-Dole Agreement

Open

Log in to UD Web Forms to agree to the assignment of intellectual property and compliance with the Bayh-Dole Act.

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## Voluntary Self-identification of Disability (optional)

Open

Visit the HR website to submit a Voluntary Self-identification of Disability Form and/or learn more about accommodations.

This form is optional.

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## I-9

Open

Please look for an email from DoNotReply@talentwise.com prior to your appointment to start the Form I-9, Section 1. Here is an instructional video available to guide you through this process.  
\*Please remember to bring your original IDs to your in-person appointment.

Email with a link to the I-9 after you clear the Criminal Background Check.

# UD Bio

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## UD Bio

Provide your personal information, so we can match you with any prior records in our systems and assign your UD ID. Your UD ID is a unique 5- or 9-digit number that identifies you, whether you're a student, employee, UD alumnus or alumna, or former UD student. Every employee and student is assigned a UD ID. If you have questions, contact Human Resources at (302) 831-2171 or email [hr-onboard@udel.edu](mailto:hr-onboard@udel.edu).

Symbol key: ● Required information, ▲ Error

### Full name

Provide your full legal name.

**Full first name:** Your given name.

**Middle name:**

**Full last name:** Your surname or family name.


**Suffix:**

**Have you ever had a name change?** ●

### Identifying information

We understand how important your personal information, including social security number, is to you. We request your social security number on our application for a variety of identity purposes (including need-based financial aid and required government reporting) and assure you that we will maintain it with the utmost confidentiality and security. It will no longer be used as a student identifier on any UD material.

**Social Security Number (SSN):** ●   
(use format nnn-nn-cccc)

**Date of birth:** ●    
(use format mm/dd/yyyy)



# My UD Settings

## MY UD SETTINGS

### Account creation: Lightyear, Buzz (000000000)

➤ Step 1 of 6

If you have questions, contact Human Resources at (302) 831-2171 or email [hr-onboard@udel.edu](mailto:hr-onboard@udel.edu)

Symbol key: \* Required information, ▲ Error

### UDelNet ID settings

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Your UDelNet ID is your username. You will use it with your password to log in to University of Delaware secure online services.

Your UDelNet ID is also the first half of your University of Delaware email address. All official University correspondence is sent to your UD email address.

Choose a UDelNet ID: \*  @udel.edu

3-8 lowercase letters (no spaces, numbers, or punctuation marks)

Next step ➔

3

# Employee Demographic Data (EDD) US Citizen/Permanent Resident

Are you a US Citizen or Permanent Resident? **YES**

- Enter your permanent address

## Addresses

- Do not abbreviate address names
- Spell out names like "Street, Road, North, Second", etc.

Addresses

Are you a US Citizen or Permanent Resident?:

Permanent address (or home country address for international employees) : [\( more info \)](#)

Country:

Address line 1:

Address line 2:

City:

State or province:

ZIP or postal code (required for USA only):

3

# Employee Demographic Data (EDD) Non-US Citizen

## Are you a US Citizen or Permanent Resident? **NO**

- Enter your permanent home country address
- Enter your local address

## Address

- Do not abbreviate address names
- Spell out names like “Street, Road, North, Second”, etc.

## Error Message

- If you are *not* a US Citizen or Permanent Resident, you will see this error message if you select United States.

Addresses

Are you a US Citizen or Permanent Resident?: No

Permanent address (or home country address for international employees): [\( more info \)](#)

Country: Australia (AUS)

Address line 1: 123 Kangaroo Street

Address line 2:

City: Glenunga

State or province: SA

ZIP or postal code (required for USA only): 5064

International employee local address: [\( more info \)](#)

Country: United States (USA)

Address line 1: 1234 Main Street

Are you a US Citizen or Permanent Resident?: No

Permanent address ▲ (or home country address for international employees): [\( more info \)](#)

Country: United States (USA)

International employee local address: [\( more info \)](#)

Country: United States (USA)

Address line 1: 1234 Main Street

**Since you are not a US Citizen or Permanent Resident, you must enter your Foreign Country Address in the Permanent Address Section.**

# EDD – Contact Information

## CONTACT INFORMATION

- **Campus phone** if unknown, enter 302-831-0000
- **UD Directory Indicator** – how your contact info will display in UD's online directory
- **Emergency contact name** – type the last name, then first name

**Contact information**

**Home phone:**   
(US use format nnn-xxx-xxxx)

**Cell phone:**   
(US use format nnn-xxx-xxxx)

**Campus phone:**    
This number will be used for directory purposes. Please provide a work number even if it is not considered a campus phone.

**UD Directory Listing:**

**Emergency contact name:**   
(use format Last Name, First Name)

**Emergency contact phone(s):**

**Relationship:**

# EDD – Education

## Education

- This section is required
- **Highest education level**
  - HS = high school
- **School type** – if neither applies, choose “Undergrad (UNG)”

2-Year College Degree (F)  
 D-Some College (D)  
 Doctorate (Academic) (J)  
 G-Bachelor's Level Degree (G)  
 HS Graduate or Equivalent (C)  
 I-Master's Level Degree (I)  
 Less Than HS Graduate (B)  
 Other Doctorate (O)  
 Professional Degree (P)  
 Trade School Cert (M)

Education

Highest education level: \* G-Bachelor's Level Degree

School type: Undergrad (UNG)

Provide your earned degrees below (if applicable). If exact degree and/or major is not found, choose a degree and/or major that is similar to actual degree or major. Use the lookup to find an institution. To change an existing degree, delete the incorrect line and add a new one.

Degree	Major	Institution	Date acquired	Action
Bach Science Physical ED (BSI)	Accounting (ACC)	UNIVERSITY OF DE <a href="#">Lookup</a>	05/27/2000	<a href="#">Save</a>

Graduate (GRA)  
 Undergrad (UNG)

## Degree, Major, Institution, Date acquired

- If you have no degrees above high school, skip this section, it is **optional**.



# EDD – Education – Entering Degrees

## Entering Degrees (optional):

- **Degree** – if your specific degree is not in the list, choose the closest equivalent
- **Major** - if your exact major is not in the list, choose one that is closest to your major
- **Institution code** – use the **lookup** to find your institution
- **Date acquired** – if you don't have the exact date, enter your best estimate

Find Institution

Country: United States (USA) ▼

State: Delaware ▼

Institution: Choose one ▼

Did you find the institution you were looking for?:  
 Yes  
 No

Enter the name of the institution:

Education

Highest education level: G-Bachelor's Level Degree (G) ▼

School type: Undergrad (UNG) ▼

Provide your earned degrees below (if applicable). Use the lookup to find an institution. To change an existing degree, delete the incorrect line and add a new one.

Degree	Major	Institution	Date acquired	Action
Bach Science Physical ED (BS)	Accounting (ACC)	UNIVERSITY OF DE <input type="button" value="Lookup"/>	05/27/2000	<input type="button" value="Save"/>

- Click the **Save** button to enter another degree
- Repeat the steps for any additional degree(s)

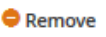

# EDD – Languages

## Languages

- Language information is **optional**

### Languages

Faculty and UD experts are encouraged to complete this section but may continue by leaving the section blank.

	Language	Speak	Read	Write	Native	Translator	Action
1.	Polish (PH)	Low (1)	Low (1)	Low (1)	No	No	
2.	<input type="text" value="Choose one"/>	<input type="text" value="(none)"/>	<input type="text" value="(none)"/>	<input type="text" value="(none)"/>	<input type="text" value="Choose one"/>	<input type="text" value="Choose one"/>	

# EDD – Keywords

## Keywords

- **Optional** – add keywords in your area of expertise.
- Phrases must be entered with no spaces, for example:
  - Solar power should be typed as “SOLARPOWER”

## Keywords

Keywords are single words which, when combined, describe the employee's expertise or area of research. Faculty and UD experts are encouraged to complete this section.

### Keyword

### Action

Please enter first 3 characters of word to search for or enter a new single keyword

# EDD – Certification

## Certification

- Click the certification box
- Enter your **First** and **Last names** to certify the information you provided
- Click the **Next step** button

Certification

**Certification:** \*  By entering my name below, I acknowledge that the information provided in this form is true, accurate, and complete to the best of my knowledge.

**E-signature:** \*

First	Last
<input type="text" value="Buzz"/>	<input type="text" value="Lightyear"/>
(type Buzz)	(type Lightyear)

[✖ Exit without saving](#) [📁 Save & exit \(not submitted\)](#) [Next step →](#)

# EDD – Routing

Routing

Form Originator	Lightyear,Buzz ✉	2017-12-06
Approver	HR SA	
Copy	Lightyear,Buzz ✉	
Copy	HR PS	

← Previous step   ✖ Exit without saving   📁 Save & exit (not submitted)   ✔ Finish & submit

# Direct Deposit

## Direct Deposit

Req ID: 2075896


If you have any questions, please contact Payroll

Symbol key: \* Required information, ! Error

UD requires employees to have a bank account and direct deposit of pay.

*(If you do not have a bank account yet, do not submit this form.)*

### Form Originator

Originated by Lightyear,Buzz (999999999) | 

### Other forms submitted for this employee

Form title	Originator	Originating location (network)	Last action date	Status
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### Direct deposit information

Indicate up to 20 bank accounts in which to deposit your pay. One account must have Deposit type equal to "Balance of Net Pay". Up to 19 optional accounts may be added and must have Deposit type equal to "By Amount" and include a fixed deposit amount.

Please have a check in front of you and use this example to locate the information required below.



Re-hired employee - will see historical direct deposit information. Enter your current bank account information.

# Direct Deposit (cont'd)

You will enter the Routing and Account Numbers on the direct deposit form.

Routing No.	Account No.	Account type	Deposit type	Amount	Action
<input type="text"/>	<input type="text"/>	Choose one <input type="button" value="v"/>	Choose one <input type="button" value="v"/>	\$ <input type="text"/>	<input type="button" value="Save"/>
				(use format n.nn)	

Complete this form and submit bank account documentation:

- Upload your bank account information with this form

**Supporting documentation:** \* Attach a pdf file or a scanned image of a voided check, savings statement, screen shots of app/website, direct deposit enrollment form or official bank letter. Documentation must include routing and account numbers.

Use the Browse button to locate the file(s) on your local drive (maximum 7 MB).

No file chosen

**Certification:** \* I understand my University of Delaware net pay will be deposited to my designated account(s) so the funds are available to me on the day of pay. In the event funds to which I am not entitled are deposited to my account(s), I hereby authorize the University of Delaware to direct the bank to return said funds. Direct deposit of my net pay as requested above will remain in effect until my employment with the University of Delaware is terminated. The University of Delaware may terminate this service at any time.

Choose one

**First name:**

**Last name:**

**Comments:**

Documentation suggestions:

- Voided check
- Savings statement
- Screen shot of app or website
- Official bank letter

Documentation must include both your **account number** and the **bank's routing number**.

# Local Bank



Open a PNC bank account at their office in the Trabant University Center.

PNC has several ATMs on the Newark campus.



# W-4 Form U.S. Citizens

## Federal Withholding - Step 1

### PAY W4 - Federal

If you have any questions, please contact Payroll at (302) 831-2171 or email [ud-time@udel.edu](mailto:ud-time@udel.edu).

Symbol key: \* required information, ▲ Error

#### Form Originator

Originated by: Lightyear,Buzz Aldrin (702666685)  
buzz@noemail.com

Are you a U.S. citizen or permanent resident?

Yes

Are you claiming Exemption for Withholding for 2021?

No

I certify I had no federal income tax liability in 2020. I certify I expect to have no federal income tax liability in 2021. By claiming exemption, I will have no income tax withheld from my paycheck and may owe taxes and penalties when filing my 2021 tax return.

**U.S. citizen or permanent resident?**

- Choose Yes

**Claiming Exemption for withholding?**

- Usually No

#### Step 1: Enter personal information

Name: Lightyear,Buzz Aldrin

Address: 234 Elm Street

City or town, state, and ZIP code: Newark, DE 19713

Social security number: \*\*\*\*\*339

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213

Federal filing status:

- Single or Married filing separately
- Married or filing jointly (or Qualifying widow(er))
- Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

**Choose your Federal Filing status:**

- Single
- Married
- Head of household

# W-4 Form U.S. Citizens

## Federal Withholding - Steps 2, 3 and 4

### Step 2: Multiple jobs or spouse works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following: (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding; or

(b) Use the [Multiple Jobs Worksheet](#) and enter the result in Step 4(c) below for roughly accurate

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This box is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a Form W-4 for all other jobs. If you (or your spouse) have self-employment including as an independent contractor, use the estimator.

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

### Step 3: Claim dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000:

(use format n.nn)

Multiply the number of other dependents by \$500:

(use format n.nn)

Total for the amounts above:

(use format n.nn)

### Step 4 (optional): Other adjustments

(a) Other income (not from jobs): If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(use format n.nn)

(b) Deductions: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the [Deductions Worksheet](#) and enter the result here.

(use format n.nn)

(c) Extra withholding: Enter any additional tax you want withheld each pay period.

(use format n.nn)

**Step 2: Multiple jobs or spouse works** - this area provides resources if you have these tax situations.

**Step 3: Claim dependents** - this area walks you through the dependent calculations.

**Step 4: Other adjustments** - this area is optional and allows you to include other income, additional deductions and extra withholding if appropriate.

# W-4 Form Non-U.S. Citizens

## Federal Withholding - Step 1

### PAY W4 - Federal

If you have any questions, please contact Payroll at (302) 831-2171 or email [ud-time@udel.edu](mailto:ud-time@udel.edu).

Symbol key: \* required information, ▲ Error

#### Form Originator

Originated by: Lightyear,Buzz Aldrin (702666685)  
[buzz@noemail.com](mailto:buzz@noemail.com)

Are you a U.S. citizen or permanent resident?

No

If no, provide your tax residency country:

China (CHN)

If you're a Nonresident Alien, see [Notice 1392](#), [Supplemental Form W-4 Instructions for Nonresident Aliens](#), before completing this form.

Are you a nonresident alien for federal tax purposes?

Yes

#### U.S. citizen or permanent resident?

- Choose **No**

#### Provide your tax residency country

- Select your country from the list

#### Are you a Nonresident Alien for federal tax purposes?

- See linked instructions (Notice 1392)

#### Step 1: Enter personal information

Name: Lightyear,Buzz Aldrin

Address: 234 Elm Street

City or town, state, and ZIP code: Newark, DE 19713

Social security number: \*\*\*\*\*339

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [ssa.gov](#).

Federal filing status:

Single or Married filing separately

Married or filing jointly (or Qualifying widow(er))

Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

If you are not a U.S. Citizen, you must choose **Single** for Federal filing status, even if you are married.

# W-4 Form Non-U.S. Citizens

## Federal Withholding - Steps 2, 3 and 4

### Step 2: Multiple jobs or spouse works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

- Do only one of the following:
- (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding; or
  - (b) Use the [Multiple Jobs Worksheet](#) and enter the result in Step 4(c) below for roughly accurate withholding; or
  - (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

### Step 3: Claim dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000:	\$ <input type="text"/>
	(use format n.nn)
Multiply the number of other dependents by \$500:	\$ <input type="text"/>
	(use format n.nn)
Total for the amounts above:	\$ <input type="text"/>
	(use format n.nn)

### Step 4 (optional): Other adjustments

- (a) Other income (not from jobs): If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

\$

(use format n.nn)

- (b) Deductions: If you expect to claim fed\_deductions other than the standard deduction and want to reduce your withholding, use the [Deductions Worksheet](#) and enter the result here.

\$

(use format n.nn)

- (c) Extra withholding: Enter any additional tax you want withheld each pay period.

\$

(use format n.nn)

**Step 2: Multiple jobs or spouse works – ignore this section, it does not apply to non-U.S. citizens.**

**Step 3: Claim dependents - this area walks you through the dependent calculations.**

**Step 4: Other adjustments - this area is optional and allows you to include extra withholding if appropriate. The other two adjustments do not apply.**

# W-4 Form U.S. Citizens & Non-U.S. Citizens

## State Tax Withholding

### Tax information

Are you working at UD in a state other than Delaware?

No

If you reside in a state other than Delaware and wish to have additional tax withheld, specify a state:

Choose one

**Tax information** - this area allows you to enter a state (other than Delaware) where you work or reside.

**Note** – if you reside in Maryland or Pennsylvania, you have additional tax withholding options.

### State of Delaware

For more information, refer to the [Personal Allowance Worksheet](#) which includes tax tables. Allowances for the state of Delaware are required regardless of your state of residence. Non-resident aliens may claim only single with one exemption.

**State of DE filing status:** \*

- Single or Married filing separately  
 Married or filing jointly (or Qualifying widow(er))

Choose your **State of DE filing status:**

- Single or Married filing separately
- Married filing jointly

**State of DE withholding allowances:**

Provide the number of withholding allowances you are claiming (see applicable worksheet).

0

Enter your **DE withholding allowances:**

- U.S. citizens: enter any number
- Non-resident aliens: enter **1**

**State of DE additional amount withheld:**

Enter any additional tax you want withheld each pay period.

\$

(use format n.nn)

**DE additional amount withheld:**

- Enter extra withholding if desired.

# W-4 Form U.S. Citizens & Non-U.S. Citizens

## Wilmington Tax

Use this link to verify if you have a Wilmington tax obligation.

### Wilmington tax

To determine if you live or work in Wilmington city limits, please see <https://www.wilmingtonde.gov/home/showdocument?id=452>

Lives in Wilmington city limits: \*

Choose one



Works in Wilmington city limits: \*

Choose one



Select **Yes**, if you live or work within the city limits of Wilmington, DE.

← Previous step

✖ Exit without saving

📁 Save & exit (not submitted)

Next step →

# W-4 Form (cont'd)

## E-signature and Routing

### Sign here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

**E-signature:**

First name	Last name
<input type="text" value="Buzz"/>	<input type="text" value="Lightyear"/>
(type Buzz)	(type Lightyear)

Date: 02/23/2022

**E-signature:**  
Type your name exactly how it appears below the name boxes.

### Routing

**Form Originator** Lightyear,Buzz ✉ 2022-02-23

**Comments:**

**Attachment(s):**  
Use the **Browse** or **Choose file** button to locate the file(s) on your local drive. The sum of all attached files must be less than 31 MB.

1  No file selected.

**Comments:**  
Enter additional information if desired.

**Attachment(s):**  
Use the **Browse** and **Attach** buttons to add documentation as needed.

Copy Lepine, Ellen B ✉

Copy HR PS

← Previous step   ✖ Exit without saving   📁 Save & exit (not submitted)   **✓ Finish & submit**

Click **Finish & submit**

# Bayh- Dole Agreement

This form acknowledges that, as a UD employee, you are assigning to the University of Delaware any discovery, invention or algorithm that you conceive while working on federally funded research or other sponsored projects.

You further acknowledge your understanding that you will share in any revenues from such inventions as described in the University policy called **Intellectual Property Protection, Ownership, and Commercialization.**

## Bayh-Dole Agreement

Use this form to electronically sign your Bayh-Dole agreement.

Questions? Contact Records Management at (302) 831-8677 or [hssystemadmin@udel.edu](mailto:hssystemadmin@udel.edu).

Symbol Key: \* Required information ! Error

### Assignment of Intellectual Property and Compliance with the Bayh-Dole Act

Under the terms of the Bayh-Dole Act, a federal statute, University employees who engage in federally funded research must disclose inventions that have been conceived or first actually reduced to practice in connection with their work at the University. This disclosure must be in writing so that the University can file patent applications on such inventions\*. The University's intellectual property policy, Number 6-6, requires the cooperation of the inventors to define and establish rights to the invention and to make an assignment to the University of inventions and discoveries, which are and may be patentable. Most third party funding agreements also require written assignment agreements from individuals engaged in funded research.

The attached "Agreement to Assign" covers any invention that is conceived or reduced to practice in sponsored project activities at the University. Sponsored projects include activities and salaries that are supported in whole or in part by the federal government or by any other internal or external funding source or are conducted in University facilities. You are asked to sign the Agreement as a new employee. Included in this category of employees are full-time faculty, full and part-time professional and salaried staff, postdoctoral and research fellows, graduate students who receive stipend and visiting researchers. Signed forms should be returned to Anna Bloch, Office of Human Resources, 413 Academy Street, Room 268. Should you have additional questions about the University's intellectual property policy or compliance with the Bayh-Dole Act, please contact Sean Hayes at 302-831-7445.

We appreciate your cooperation in assuring that the University of Delaware is in compliance with federal law and regulation.

\*Bayh-Dole Act codified at 37 CFR § 401.14.

#### Agreement to Assign

As a condition of my appointment/employment or continued appointment/employment by the University of Delaware ("University"), I agree to report promptly to the University Office of the Vice Provost for Research any discovery, invention or algorithm that I may conceive or first reduce to practice in the course of sponsored projects at the University ("Invention").

Sponsored projects include activities and salaries that are supported in whole or in part by the federal government or by any other internal or external funding source or are conducted without such funding in University facilities. I further agree to assign, and do hereby assign, to the University all my rights, title, and interest in any Invention and to render such assistance as the University reasonably requests to enable the University to obtain patents and develop the commercial value of such inventions.

By entering my name below, I acknowledge my understanding that I will share in any revenues from such Inventions in accordance with the University's Policy on Inventions, Discoveries and Patents, as it may be amended from time to time.

Employee name: \* First name:  Buzz  
Last name:  Lightyear



7

# Voluntary Self-Identification of Disability Form

This form is optional.

If applicable to you, please complete this short form and read the related information available with this link.

Basic info

First name

Last name

Email

UD ID


Disability option

YES, I have or previously had a disability

NO, I don't have a disability

I don't wish to answer

E-signature

I have read [The Voluntary Self-Identification Form](#) 

First name

Last name

Date

# Form I-9

## Action Required - Your Form I-9 from HR at Sterling Talent Solutions

Sterling Talent Solutions <DoNotReply@talentwise.com>  
to me ▾



You will receive an email from Sterling with a link to the digital Form I-9.

### Attention Zach Thul:

Please use the button below to begin filling and signing your Employment Eligibility Verification (Form I-9) online. The Form I-9 should be completed before the due date shown below. If you have previously signed in to the Sterling Talent Solutions, you will be able to use the permanent password you previously set, or use the **Forgot your password?** option on the sign-in page to receive a new temporary password.

Task	Due Date	Status
Complete and Sign Form I-9	10/15/2021	New

[Get Started](#)

If you have any questions, or received this email in error, please [click here](#) to contact Sterling Talent Solutions.

This email has been automatically generated. Please do not reply to this message.

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Links to videos:

[I-9: Completing Section 1](#)

[I-9: Completing Section 1 – Remote Employees](#)

# Logout



## UD Bio

Done

Provide your personal information, so we can match you with any prior records in our systems and assign your UD ID.



## My UD Settings

Done

Create your UD email account and set-up two-factor authentication (2FA).



## Direct Deposit

Done

Log in to the UD Web Forms systems to specify your payroll direct deposit account. Have your checking account information ready. All UD paychecks are directly deposited to your bank account.



## Employee Demographic Data

Done

Log in to the UD Web Forms to provide information for Human Resources records.



## W-4

Done

Log in to the UD Web Forms to complete a W-4 tax form.



## Bayh-Dole Agreement

Done

Log in to UD Web Forms to agree to the assignment of intellectual property and compliance with the Bayh-Dole Act.



## Voluntary Self-identification of Disability (optional)

Open

Visit the HR website to submit a Voluntary Self-identification of Disability Form and/or learn more about accommodations.



## I-9

Done

Please look for an email from DoNotReply@talentwise.com prior to your appointment to start the digital Form I-9, Section 1. Here is an instructional video available to guide you through this process.

\*Please remember to bring your original IDs to your in-person appointment.



# Onboarding Appointment Reminders

for Benefited Employees &  
Graduate Students On-Contact

## Prior to appointment

- Complete all required Onboarding Forms

## I-9 Form

- Complete Section 1 of digital I-9
- Bring ***original*** I-9 documentation

# Onboarding with Your Department

for Other Employees

(Misc. Wage, Student Labor, Adjuncts)

## Prior to appointment

- Complete all required Onboarding Forms

## I-9 Form

- Complete Section 1 of digital I-9
- Bring ***original*** I-9 documentation



Questions?  
Contact Human Resources  
[hr-onboard@udel.edu](mailto:hr-onboard@udel.edu)